

Sales Assistant

Crystal D

Saint Paul, MN - On Site

Crystal D is actively seeking a self-motivated Sales Team Assistant.

We are looking for a Sales Team Assistant with experience in the Promotional Products Industry to help deliver on aggressive growth plans. The ideal candidate is a highly motivated self-starter who wants to work in a fast paced environment. This person will be working within our sales department to support our sales executives in improving our sales process and productivity. Promotional Products Industry experience is a plus.

ABOUT CRYSTAL D:

“We Turn Emotions into Memories” by serving our customers through an ***“Incredible Customer Experience” (ICE)***.

Crystal D is an award-winning supplier of recognition awards to distributors of the promotional products industry. We’ve been in business for 28 years and our mission is “To be the First Choice for crystal awards and gifts. We call our employees “Memory Makers” because that’s truly what they do.

We are consistently recognized as a leader in our industry and have received frequent awards including Supplier of the Year and Best Place to Work.

We have a tremendous amount of pride in the work that we do and it all stems from our no-nonsense, traditional Value Statements that shape our unique and distinctive culture. If you can wholeheartedly say that you share our below values, we want to hire you. If not, that’s ok, but please don’t apply.

Crystal D Core Values

I do what I say I will do. You understand how to play to win with moral soundness. You keep commitments and do what’s necessary to reach goals.

I have an unyielding persistence to improve. You know what it means to sweat the details and are continually looking for ways to improve.

I live by the Golden Rule. I treat people the way you want to be treated.

I have the burning desire to achieve in all you do. You don’t give up and always pursue a positive solution.

I am committed to the ongoing viability of the company. You share our values and work to the best of your abilities. You don’t quit when times get tough, but you persevere.

You also must possess these qualities to be one of our Memory Makers: grit, loyalty, tenacity, and excellent communication skills.

For more information about us to help you determine if you are a good fit for Crystal D, go to our website: *****.crystal-d.com/careers

Job Responsibilities:

- Work closely with the Revenue team to handle all tasks needed to ensure the success of the team
- Work with Executive VP of Wholesale Sales to develop and implement sales process
- Monitor, track, and report key department performance indicators
- Generate & complete weekly reports in support of business objectives
- Work together with Sales Manager to plan, implement and manage ongoing sales training program
- Serve as advisor to Wholesale Revenue team by answering sales related questions and concerns
- Prepare, communicate, monitor and track structured call campaigns for Territory and Account Managers
- Ownership of customer relationship tool and associated programs
- Work together with VP of Strategic Accounts in regards to but not limited to:
 - Maintain Strategic Account Records
 - Point of contact with Strategic Account Vendor Relations
 - Strategic Account Project Management
 - Uncover and pass information on top targets within Strategic Accounts

Execution:

- Assist with developing and implementing sales processes that will support department sale plan
- Leverage tools and resources to successfully train sale team to execute on the sale plan
- Leverage technology to improve the customer experience
- Get things done efficiently

Collaboration and Internal Communication:

- Collaborate with all members of the Revenue team
- Communicate daily with Revenue team and leaders
- Be able to overcome challenges and solve problems with input from others
- Listen to others and be open minded

Voice & Face of Crystal D:

- Communicate the benefits and features of Crystal D services and products
- Be the brand champion by encouraging, clarifying, and communicating the Crystal D brand
- Builds rapport and connects with customers
- Encourage and influence key customers to promote the Crystal D product line
- Listen to and understand customer needs and pain-points

Qualification and Skill Requirements:

Technical Skills:

- Is accurate, precise, and has a high attention to detail
- Proficient in operations of personal computer and current versions of Microsoft Word, Excel, and Outlook
- Is tech savvy and can learn and adapt to new technology quickly
- Proficient using a CRM and other applications required for this position
- Maintain and grow technical knowledge and expertise
- Proficient in financial math and can create spreadsheet reports
- Proficient using a CRM and other applications required for this position
- Leverage technology to improve both internal and external customer experiences
- Perform other work as assigned

Sales Skills:

- Knows the target customer base and how to leverage the relationship for maximum growth
- Knows the competition and their position in the market

Prior Experience:

- 3-5 years of promotional products industry sales preferred but not required

Knowledge Requirements:

- 3 – 5 years of experience as Admin Assistant, Project Management or similar roles
- Understanding of sales process, preferably with customer service experience

Pay: From \$45,000.00 per year

Benefits:

- Weekly Pay
- 401(k) match
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Generous PTO package
- Paid Holidays
- MANY Company events
- Paid Volunteer Activities

Schedule:

- Monday to Friday

Supplemental Pay:

- Company quarterly bonus

Experience:

- Related sales: 3-5 years (Preferred)
- Ad Specialty or Promotional Products: 3 years (Preferred)