



Our perfect Sales Assistant candidate is someone who despises being micro-managed, second-guessed or restrained by excessive rules. You are intense, driving and react quickly, while juggling multiple tasks simultaneously. Maintaining control of the goals and direction of work assignments flows from your DNA. Professionally, you get fired-up assertively engaging with people and winning referrals for your team. It's what you do best.

Brand IQ is actively pursuing optimistic champions for our in-house Sales Assistant team to set customer expectations, field questions and resolve customer concerns quickly before their project begins. You'll utilize your people skills to outline various fulfillment parameters.

Ultimately, keeping our sales team available to earn new contracts will be your guiding star. If you like helping others and are accountable for your actions with a hunger for negotiating successful outcomes, we will pay you handsomely and help you reach your life goals.

We're a 'magnet' business, with a trusted brand and fun-spirited culture, creating branded merchandise strategies to drive our clients' customer and employee engagement! Our client portfolio consists of well-known logos and testimonials. We use a state-of-the-art cloud-based CRM that is fully integrated with each client. Our platform, processes, and support, along with your passion and drive, will put you at the top of your game!

If this sounds like the perfect match, please follow our online application process: <https://go.apply.ci/s/KUGu2RqQCJ>



Job Overview

- Assist sales rep with his/her sales related activities as needed
- Operate as a lead point of contact for any matters specific to your assigned clients
- Maintain positive relationships and manage assigned accounts
- Use CRM system to ensure timely response/accurate notes and follow ups are taken
- Maintain @ease dashboard, client and prospect files and communication plans as advised by Facilis best practices
- Demonstrate a deep understanding of the promotional products industry
- Determine client needs to follow up and recommend specific products and solutions to meet their goals using the research tools available
- Understand artwork requirements and decoration methods to advise clients and ensure the best possible decoration outcome
- Respond to emails and phone calls within 2-4 hours
- Manage time effectively, meet personal goals and work effectively with all members of the team
- Participate in sales and vendor meetings, Industry conferences and trade shows
- Ensure our goods and services are meeting client needs
- Present clients with new product choices and ideas as they become available
- Resolve client issues as needed
- Provide samples and marketing materials as needed
- Support internal team with information and feedback

Ideal candidate should have a keen eye for detail -accuracy is a must

Innovative – Creative thinking

Is organized and optimistic, self-motivated and goal oriented.

Results focused and able to meet deadlines

People oriented -enjoys interacting and working with multiple people

Able to work independently-with willingness to be flexible

Must have ability to communicate effectively with management, sales, vendors, and customers

OFFICE HOURS

Monday-Friday 8am-5pm [Central Standard Time]

Previous print or promotional products experience a plus

Customer service experience

Proficient with Microsoft [Outlook, excel, word, power point]