



The Voice of Your Customer

2303 Gilbert Avenue – Cincinnati, OH 45206 (513) 281-3228

info@thevoiceofyourcustomer.com – www.thevoiceofyourcustomer.com

Part Time Sales Assistant

SUMMARY

Duties include sales prospecting, customer engagement and public relations. Project a professional company image through telephone, electronic and face-to-face interaction with clients.

PRIMARY RESPONSIBILITIES

1. Managing inbound and outbound telephone and email communication with current and potential clients
2. Creating and revising databases of current and potential clients
3. Prospecting clients using media, databases and industry reports
4. Attending networking events on behalf of the firm
5. Other general office duties as assigned

KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

1. Experience managing inbound and outbound telephone, electronic and face-to-face communication with current and potential clients in a B2B environment
2. Experience creating and revising databases of current and potential clients
3. Experience scheduling business meetings and events with multiple persons
4. Experience using Microsoft Office Suite 2007
5. High school diploma or equivalent. Some college preferred.

WORKING CONDITIONS

Working conditions are normal for an office environment. Position requires 25 hours per week during traditional business hours. Submit a one page cover letter (with salary requirements and the contact information for two references) and a one page resume that highlights required skills to info@thevoiceofyourcustomer.com. Visit www.thevoiceofyourcustomer.com for more information. No telephone calls please.

In compliance with our Affirmative Action Program, we always make a good faith effort to recruit a diverse project team and provide equal opportunity for minorities, women and disabled persons. We also comply with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines regarding Equal Opportunity Employment.

Do you offer EXCEPTIONAL customer experiences...or simply good products and services?