

## **Sales & Marketing Assistant**

ARE YOU confident, energetic, enthusiastic, and a people-person? Are you capable and flexible with great organization, time management, computer, and communication skills? Can you easily coordinate a marketing and sales process—all while having fun? Then we need your help!

WE ARE a small, entrepreneurial company working from a condo office at Bloor & Yonge. You would maintain the database, schedule appointments, and manage all marketing projects, including LinkedIn and other social media. With your help, we will expand our team-development workshop delivery.

### **Key Responsibilities**

- Update and maintain customer relationship management (CRM) system
- Research, track, and highlight lead opportunities within CRM and LinkedIn
- Schedule appointments and manage prospect/client communications
- Create estimates/proposals and generate matching invoices
- Research, write, and post social media
- Assemble and inventory marketing materials
- Provide support as needed for workshop program delivery
- Handle emails, phone calls, paperwork, supplies, etc.
- Participate in a positive, professional, highly-efficient, and friendly work environment

### **Qualifications**

- Responsible, responsive, and highly-organized with particular attention for detail
- Proven independent problem-solving abilities
- Strong MS Office computer skills (Outlook, Excel, Word, PowerPoint – Mac proficiency preferred)
- Comfort with online search and organizational tools
- Excellent written and verbal communication abilities
- Ability to work both alone or in a small team
- Interest in personal and professional development

### **Benefits**

- Full-time position with a 35 hour/week schedule
- Open, flexible, and progressive work environment with opportunity for growth
- Salary (commensurate with experience), benefits, and generous vacation package

If you have the necessary qualifications and are looking for a new and challenging opportunity, please email your resume and cover letter (in a single combined file) to [apply@ReachCapabilities.com](mailto:apply@ReachCapabilities.com). Resumes will be reviewed on a rolling basis with a final deadline of **Friday, Jan. 25, 2019**.

Thank you for your interest, however, only candidates being actively considered for the position will be contacted. No phone calls, please.