



## **Sales and Marketing Specialist**

Provides assistance to the Sales Team, customer communication and overall Sales/Marketing support.

### **Essential duties include:**

- Qualify and track inbound sales leads, corresponding using email & phone
- Assist in the quoting process; tracking component costs and proposals
- Assist in preparing Sales reports and forecasts
- Plan and execute successful tradeshow
- Coordinate print & digital advertisements
- Maintain company websites & online presence; including email marketing
- Maintain sample inventory

### **Qualifications:**

- Bachelor degree in business related field
- Excellent verbal and written communication skills
- Outgoing, customer service orientated and have a professional demeanor
- Highly organized and detailed oriented
- Proficient with Microsoft Office, Constant Contact (or similar email marketing tools), WordPress and Social Media platforms
- 2-3 Years' experience in sales and marketing preferred

*Hours 8:00am – 5:00pm*

### **\*COMPANY OFFERS COMPETITIVE PAY AND BENEFITS\***

- Medical, dental, prescription, vision, life and disability insurance
- Comprehensive wellness program with incentives
- FSA
- 401(k) profit sharing plan
- Employee assistance and travel assistance programs
- Paid holidays and vacation time

**Send resume to [jobs@doublehplastics.com](mailto:jobs@doublehplastics.com) or fax to: 215-394-4098**