



Office:
Accent Consulting Services, LLC
20 North 9th Street
Lafayette, IN 47901
Mailing:
Accent Consulting Services, LLC
P.O. Box 2521
West Lafayette, IN 47996

Sales/Support: 765-420-7487
Fax: 765-420-7625

jobs@accentconsulting.com
www.accentconsulting.com

Position: Sales & Marketing Associate

Location: Lafayette, IN 47901

Status: Part Time [(M-F) 7:30 AM ~ 5:30 PM] Flexible Work Hours – Min 10 hrs per Week

Start Date: Immediately

Compensation: Hourly (depends on experience)

Company:

Accent Consulting Services, LLC is a fast growing company that specializes in computer consulting, help desk support, and software development. We offer a 24x7 technical support team that delivers world-class technical support onsite, offsite, via e-mail, live chat, and phone for end users and their workstations and servers across the nation. If you are ready to jump start your career with a challenging, interesting, fast paced environment read on and learn about the opportunity we have open.

Opportunity:

Do you enjoy working with customers?

Are you looking for a growing company where you can advance your skills?

We are seeking a part-time Sales and Marketing person that will join our team. This person must have superb skills in both sales and marketing strategies, implementation, and creativity. Daily tasks include inside sales calls, working on client proposals, marketing campaign management and implementation. Weekly tasks such as direct marketing mailing, radio advertising, web ad campaigns, follow-up sales & marketing phone calls, preparation of monthly newsletter, client satisfaction surveys and follow-ups, and other marketing campaign strategies.

The person should be multifunctional and have the ability to multi-task, strong communication skills, time management and organizational skills, professional appearance, excellent phone communication skills, able to work with a team, strong troubleshooting and resolution skills, must have a keen attention to details, ability to work independently with minimum supervision, and have a positive and upbeat attitude. Enjoy a flexible schedule with the possibility of full-time work in the future! As a dedicated team member, there will be opportunities for you to expand your skills and responsibilities!

Preferred Skills/Experience:

- * Prior Sales Experience
- * Experience using ACT!, Microsoft Outlook, Word, Excel, Publisher, and other productivity software tools
- * Proven track record of delivering quality work
- * Ability to manage multiple priorities effectively and on a consistent basis
- * Ability to thrive under pressure and deliver effectively in a fast paced environment
- * Excellent organizational, communication, analytical and interpersonal skills
- * Ability to learn quickly in a dynamic environment and deliver on commitments in a timely manner

E-mail or fax resumes

www.accentconsulting.com