



Sales and Marketing Assistant

Post Date: August 2009
Title: Sales and Marketing Assistant
Location: Carmel, IN
Job Type: Full-Time
Relevant Experience: 2-3 years
Education Level: Bachelor's Degree

About the Job

Are you looking for a great place to work, where you can utilize your talents and skills to help a successful business grow even further? TCA Marketing is a premier, full-service promotional marketing company based in Carmel, IN. For more than a decade, we have experienced consecutive years of double digit growth by providing a full range of solutions to benefit our clients while executing strategies with flawless precision. We embrace our values of Passion, Excellence, Inspiration, Professionalism and Integrity in our decision-making, our everyday activities and in our employee, client and vendor relations.

We have a very clear vision for the future: To become the best in the industry through the eyes of our clients, vendors, employees, and partners. The Sales and Marketing Assistant is an integral part in achieving our vision. We are hiring individuals who are energetic and self motivated. The ideal candidate possesses a passion for excellence. This person works directly with the VP of Sales and Marketing, our Sales Executives and our clients to ensure delivery of TCA solutions on time and with impeccable quality. A team player focused on achieving top-tier results is a must.

Primary Responsibilities:

- Execution of defined marketing strategies
- Lead generation – identifying, profiling and setting up meetings with prospective clients
- Working with Sales Executives to research & respond to customer needs
- Preparing sales proposals and other necessary documents
- Creation of sales and marketing management reports
- End to end management of processing client orders utilizing TCA's licensed methodology
- Coordination among sales/finance/distribution to ensure efficiency and accuracy
- Developing and maintaining client and vendor relationships

Skills Required:

- Excellent organization, time management and attention to detail skills
- Customer service skills with proven ability to deal effectively with clients and vendors
- Professional interpersonal skills; team oriented
- Strong self-initiative with the ability to prioritize and change directions quickly
- Strong verbal and written communication skills
- 2-3 years of related transferrable skills
- 1 year experience in promotional products industry preferred, but not required

TCA Marketing provides a comprehensive benefits package including vacation and bonus opportunities. We hire exceptionally talented individuals motivated to execute the company's vision. We provide a healthy, fun and energetic environment for our employees to prosper and pursue their goals. We have a great story to tell. If you are interested in helping us write the future chapters, please send your resume and requirements to:

Email: careers@tcamarketing.com

Fax: 317-571-2381

www.tcamarketing.com