



FESCO Direct LLC

New & Used Equipment Solutions

Concrete Production • Wind Energy • Material Handling

Mailing: PO Box 1834
Waukesha, WI 53186

Physical: 909 Blackstone Ave
Waukesha, WI 53186

Phone: +1 (262) 349-9436

Fax: (888) 858-3421

Web: www.FESCODirect.com

Part Time Sales Assistant

Job Description

Updated: July 26, 2011

Primary Duties

Answer Phones

Complete questionnaire for call in leads, take messages, route calls

Provides customer service regarding products and services

Direct Mailing Campaign

Print Labels, fold and stuff letters, seal and postage envelopes

Data Entry

Enter leads and notes in Salesforce.com

Data Management

Sync Databases

Online Research

Administrative Duties

Secondary Duties

Outgoing calls on behalf of sales/management staff regarding:

Deals in progress / pending deals

Past quotations or information provided

Other specified projects

Follow up calls and emails to past leads / opt ins

Assist in facilitation of sales process

Assist in ordering, processing and delivery of goods and services

Projects and Jobs as assigned by management

****Primary and Secondary duties are subject to change without notice at the sole discretion of management.**

Skills / Qualities

Polite and helpful, strong team player, patience, organized, self starter, follows instructions well, attention to detail, quick learner, and creative.

Education

High school diploma or equivalent. Past office and/or sales experience helpful but not required. Current Students 18+ Ok.

Income

Hourly wage: \$8.00-\$12.00 based on experience. 20-30 hours per week. Qualify for commission and bonus after 6 months.

Insurance and Benefits

None

Advancement Opportunity

Yes. Likely next step; Account Executive; Income Potential \$80,000+ with insurance and benefits.