



## MAHONEY

127500 Escanaba Drive, Suite 1, DeWitt, MI 48820 • P: 517-669-4300 • mahoneypromo.com

### **Mahoney is Hiring: Sales Assistant**

Mahoney and Associates is a promotional products company. We help our customers find the right give-aways, clothing and swag to help their brand grow. We are seeking an entry-level sales assistant to help manage and execute promotional product sales for existing clients. This is an exceptional growth opportunity for the right individual.

Responsibilities include:

- Approximately 15 hours per week.
- Thorough training as you learn the sales process, systems, and technology we use to conduct business.
- Managing all house accounts, under the mentorship of the president. This means: responding promptly to customer queries, researching solutions for customer needs, executing sales orders.
- Building client relationships.
- Deliveries and client visits.

The ideal candidate:

- Is detail oriented — likes data entry and getting things right.
- Does not procrastinate.
- Is comfortable making phone calls.
- Can write a clean, clear, polite email.
- Is outgoing and curious.
- Is comfortable with computers and office software.
- Easily learns new things.
- Can perform basic math functions well.
- Is interested in growing to a full-time position.

Requirements:

- High school diploma.
- Post-secondary study in business or office administration is a bonus.

To apply:

- Send your resume and cover letter to: [estill@mahoneypromo.com](mailto:estill@mahoneypromo.com)
- Please make sure your resume and cover letter include your last name and first initial in the file name.