

SalesCORE is Hiring!

Do you or someone you know want to work for a company that partners with small to midsize businesses to create a sales environment with strong leadership, established goals, and measurable results and work independently within a team culture? SalesCORE is looking for a Sales Support Assistant to join our small, but mighty, organization and we need your help getting the word out and sharing our information with your network.

Sales Support Assistant Position Summary:

At SalesCORE, we work side by side with small to medium sized businesses using our proven approach that is customized for each client and embodies our mission – to change the face of sales leadership. We are looking for a part-time sales support assistant to join our team to help businesses achieve their growth goals. SalesCORE is not your run of the mill sales consulting firm, we are in the trenches with our clients where we use our passion for success, critical thinking skills and the ability to connect and effectively communicate with our clients to help increase sales and teach sales best practices to help insure continued growth. SalesCORE helps to accelerate client results and you will be an integral part of making that success happen.

As a Sales Support Assistant with SalesCORE, you will

- Provide high-level administrative support to company President and consultants.
- Conduct research, prepare documents, handle information requests, and perform clerical functions such as preparing correspondence, arranging conference calls, and scheduling meetings.
- Represent SalesCORE in a professional manner at all times.
- Coordinate and prioritize multiple tasks in a fast-paced environment.
- Work independently in a flexible work environment.

We prefer a 2-year degree in business or related field or equivalent experience. CRM experience would be a plus.

If you're interested in working for an entrepreneurial company that's fast-paced, and if you have a desire to play a part in the successful growth of businesses in the Cincinnati region, please email your resume and questions to Wendy Bailey at: wbailey@salescore.net.

