



## Reception/Sales & Marketing Assistant – F/T or P/T (Anchorage)

**compensation:** \$16 per hour + Cell Phone/Gas Allowance

**employment type:** full-time or part-time (employee's choice)

### Position Summary:

Directly assists with the administrative, sales and marketing efforts to ensure efficiency and effectiveness of the Sales, Design & Marketing Department while providing front end customer service to the reception area for callers and visitors. Independent judgment is required to plan, prioritize, and organize diversified workload. Position is M-F from 10-3, and we are flexible on that time block. Would also consider Full-time for the right candidate.

### Essential Duties & Responsibilities:

- ♣ Professionally greet customers, visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- ♣ Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals in a professional manner.
- ♣ Operate new office technologies and products as they are developed and implemented.
- ♣ Plan, arrange and coordinate conferences, teleconferences, meetings, company gatherings and other sales related activities for staff members.
- ♣ Plan and coordinate all aspects of various sales and customer/hospitality events both on-site and off-site.
- ♣ Schedule and confirm appointments for customers and sales team as requested.
- ♣ Manage the Library ensuring all samples and vendor files are kept up to date.
- ♣ Draft correspondences, memos, charts, tables, graphs, etc. Proofread copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- ♣ Keep sales staff informed as new product materials are received and cataloged.
- ♣ Create, prepare and mail routine sales and marketing forms to include initial contact and follow up letters.
- ♣ Assist in the development and preparation of marketing materials.
- ♣ Perform desktop publishing to create and develop visual presentations.
- ♣ Maintain internal scheduling and event calendars.
- ♣ Assist management by performing other duties and support functions as assigned.

### Minimum Qualifications:

- ♣ High School Diploma plus 2 years related work experience.

### Requirements

- ♣ Demonstrates flexible and efficient time management and ability to prioritize workload.
- ♣ Strong oral and written communication skills
- ♣ Professional appearance and demeanor
- ♣ Ability to manage schedule and meet deadlines
- ♣ Ability to work independently
- ♣ Reliable personal transportation
- ♣ Consistently reports to work on time prepared to perform duties of position.

Please send an **email to [jrafferty@capital-office.com](mailto:jrafferty@capital-office.com)** with your **resume and letter of interest**.

**No resumes without some written interest to this position will be accepted.**

Visit our website at [www.capital-office.com](http://www.capital-office.com) to learn more about our company.