

Sales Assistant (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.75 to \$25.00 hourly
Employment status: Contract / Temporary

Description

We are in search of a Sales Assistant to join our team in the Amusement/Recreation Ser/Entertainment industry in Boca Raton, Florida. This role primarily involves making outbound calls, setting up appointments, and maintaining customer records. This is a short term contract employment opportunity.

Responsibilities:

- Handle outbound calls to businesses in a professional manner
- Set appointments with C-level executives, navigating through gatekeepers and secretaries
- Utilize scripts for calls to ensure consistency and professionalism
- Leverage CRM and Excel to maintain and manage customer records and interactions
- Send pre-call emails to provide insight and context for the calls
- Work towards meeting call quotas to ensure productivity
- Handle customer inquiries and resolve them efficiently
- Leverage your skills in ADP - Financial Services, Concur, CRM, Crystal Reports, and Data Processing for efficient execution of tasks
- Utilize your experience in Answering Inbound Calls, Buying Processes, Cash Activity, Cash Handling, and B2B Sales to improve customer experience and sales results.

Requirements

- Prior experience in a sales or customer service role within the amusement, recreation, or entertainment industry
- Proficiency in using CRM systems to manage customer relationships and sales pipelines
- Experience in data processing and maintaining accurate records
- Understanding of buying processes in a B2B sales context
- Experience in handling cash activity and cash transactions
- Ability to work in a fast-paced environment and meet sales targets.

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