

Sales and Marketing Assistant

Company: We are a leading vertically-integrated solar panel manufacturer. We are committed to providing a superior product, timely delivery and exceptional customer service. Our corporate headquarters is located in northern New Jersey.

Duration: 6-18 months

Stipend: \$500/month

Requirements:

We are looking for a dynamic, cheerful, people person who is reliable, honest, and hardworking. You must have strong communication, organization, and PR skills with an excellent personality and attitude. Must be proficient in Microsoft office and researching information on the internet. Applicant must be responsible, detail-oriented, self-motivated. Must be able to work independently and diligently with little supervision. Education and experience in marketing is definitely a plus. The candidate must be an excellent planner, able to prioritize and possess strong writing and communication skills. Presentation skills and working knowledge of sales & marketing strategies are also a plus.

Duties:

Duties include general administrative office work, B2B marketing, and sales. Produce sales orders by convincing customers on the merits of the financial, technical and/or environmental properties of a solar system. Generate sales leads and follow up on office inquiry calls.

To Apply: Please start an application for the [Additional Open Positions](#) program. In the USA applicant questionnaire (part of your application), please write in the "position code" bar: **SOLAR SALES**