

Jobs: Junior Sales and Marketing Assistant

VendCentral is hiring. Read on to learn about current opportunities and to apply online for our open Junior Sales and Marketing Assistant position.

First, a little about VendCentral

We're based in Pleasanton, California with office off Main Street.

We provide marketing services to the Vending and Office Coffee channel including web design services, and Internet marketing services, including email marketing, search engine optimization as well as printed materials. Our clients include local independent vending and office coffee companies as well as product manufacturers such as Nestle Waters, Crane Merchandising Systems and others.

We are small company that is growing and we need help with coordinating projects as well as generating leads through low key tele marketing.

Help Wanted: Junior Sales and Marketing Marketing Assistant

Seeking a highly-motivated, organized individual with great computer skills to help grow a small marketing company specializing in the Vending and Office Coffee channel. Looking for someone who wants to help take this growing company to the next level and reap the rewards of doing so. As the business grows, so will your opportunities within the company. Job will be split 50/50 between tele marketing and marketing project coordination.

Responsibilities

You will be a vital part of our growing business with duties including but not limited to:

- Low key tele marketing to potential customers introducing our company.
- Coordinating communication with existing customers;
- Performing basic administrative tasks requiring proficiency with Microsoft Office software;
- Assisting in the preparation of marketing and business development materials;
- Assisting in all aspects of search marketing campaigns;
- Helping with the design and development of template printed materials
- Coordinating projects with sub contract designers.

Qualifications Needed

- Strong organizational and communication skills;
- Excellent writing skills;
- Photoshop experience would be cool
- Experience with Internet/interactive marketing, public relations or writing for

publication a plus but not necessary

Recent college graduates are encouraged to apply.

We offer a introductory hourly rate with commission /bonus potential to the right candidate.

If you have these skills and dream of getting your foot in the door of a growing Internet marketing company, this is your chance. You will have every opportunity to contribute all of your skills in all areas of the company, including sales, marketing, management, and administration.