

Sales Support & Marketing Administrator

Farmer's Implement and Irrigation is currently hiring a **Sales Support & Marketing Administrator**. This position has responsibility for marketing, promotions and supporting sales for our growing dealership.

Job Requirements

This is a unique position that requires a wide range of duties. It is the perfect situation for a talented business administrator who enjoys working with the public and being the backbone in a fast-paced, ever-changing environment. The ideal candidate can handle working autonomously and balance several deadlines at once. Must have strong communication skills by phone, email and in person. Strong computer skills required. Agricultural knowledge is a plus.

Job Description

PRIMARY RESPONSIBILITIES

- Support inside and outside sales, marketing, and customer services activities.

SPECIFIC RESPONSIBILITIES

Specific to Customer Services

- Review website monthly for necessary updates and accuracy.
- Participate in cross-training with accounting to serve as a backup.
- Communicate with customers, answering or routing phones & questions as appropriate.
- Inform management of all customer concerns.
- Approve and manage contributions/donations made to local fundraisers and events.

Specific to Marketing

- Utilize telephone and mass communication, such as email and social media, to promote the dealership and to identify potential clients.
- Support marketing efforts such as trade shows, exhibits, and other events. This could include organizing client meetings, preparing materials, making reservations, and coordinating attendance/sponsorship.
- Assist in the development of sales and marketing materials including fliers, brochures, newsletters, press releases and email blasts.

General duties

- Work with Sales team to develop and grow sales so to consistently meet revenue goals.
- Manage data for new and prospective clients within business system, ensuring all information is accurate and documents are attached.
- Assist with the preparation of sales quotes.
- Enter completed sales information in business system.
- Maintain and expand the company's database of customers.
- Communicate, team build and support sales per needs and as directed by Sales Manager.
- Represent dealership in a positive and professional manner.
- Ensure quality and confidentiality of customer and company information.
- Assist in other areas of the company as needed.
- Promoting responsibility, good work habits, a positive work environment and improve customer service.

Job Requirements

REQUIRED SKILLS & QUALIFICATIONS

- Proficient in MS Office products (Excel, Word, MS Outlook, MS PowerPoint).
- Excellent organizational and time management skills required.
- Ability to handle projects effectively, efficiently and with confidentiality.
- Strong communication skills, both written and verbal.
- Demonstrated experience in working effectively across boundaries.
- Ability to multi-task and prioritize in a fast-paced environment.

To apply, email resume to info@farmersii.com.