



09/19/2017

Sales Assistant

Bakersfield, CA

We are seeking a Sales Assistant to join our team! You will be responsible for helping customers by providing product and service information and resolving technical issues.

Responsibilities:

- Assist Sales Team with a variety of sales related activities
- Handle customer inquiries and complaints
- Sales Opportunity Coordination and Scheduling
- CRM Documentation
- Opportunity Follow Up Calls
- Provide information about the products and services
- Troubleshoot and resolve product issues and concerns
- Document and update customer records based on interactions
- Develop and maintain a knowledge base of the evolving products and services

Qualifications:

- Previous experience in customer service, sales, or other related fields
- Ability to build rapport with clients
- Ability to prioritize and multitask
- Positive and professional demeanor
- Excellent written and verbal communication skills
- Previous IT Knowledge Desirable

Send resumes to careers@grapevinemsp.com