

Proposed Job: Sales Assistant

Green Mountain Monogram, 15 Mill Street, Wells River, VT 05081

Salary: TBD

Hours: Full-time 8:00-5:00

Duties:

- Answering the Phone
- Assisting walk-in customers with orders
- Inputting screen printing and embroidery orders into the computer (both programs Quickbooks and Shopworks will be taught to you)
- Printing t-shirt Labels
- Input orders into QB and print shipping labels
- General sales responsibilities-calling existing customers, processing customers' orders, help generate new business
- May be asked to assist in production with folding on rush/larger jobs
- Attending the morning meetings to update staff on pending sales and deadlines
- Work with the art department to make sure customers' vision is fulfilled
- Process payments for screen-printing and embroidery orders
- Ship orders as needed and call customers to schedule pick-up

Others:

- The ability for growth in position
- No supervision over other employees/not a management position
- Maintain a clean and professional appearance as customers will see you daily
- Benefits offered including quarterly profit sharing after one year of employment

Requirements:

- High School Degree
- Basic proficiencies in using the computer (word, excel, any marketing or social media experience a plus)