**Job Description:** Sales Support & Customer Outreach

**Description:** The Sales Support & Customer Staff will act in conjunction with the Company’s sales and marketing teams to maintain consistent, coordinated contact with the market.

**Tasks and Responsibilities:**

* Develop, assign, and execute monthly outreach campaigns
* Act as liaison between sales and marketing teams.
* Coordinate/conduct market research and product field testing
* Monitor various social media channels including Facebook and Instagram
* Plan and conduct monthly planning meetings regarding upcoming outreach campaigns and outstanding projects.
* Maintain CRM databases
* Other tasks as assigned by management

**Key Competencies:**

* Must be proficient with use of Internet and Microsoft Office products (i.e. Outlook, Word, Excel, PowerPoint, etc.).
* Prior experience with CRM system is preferred.
* Professional writing and communication skills.
* Strong organizational skills.
* Ability to prioritize tasks/projects to ensure timely and thorough completion.
* Ability to manage multiple projects concurrently and provide required progress reports.

**Physical Requirements:**

* Must be able to work on computer for extended periods of time.
* Must be able to lift up to 50 pounds from time to time as required.

Interested candidates should send resumes to resume@horseshoeing.com in either Microsoft Word or PDF format.