

## **Sales & Marketing Project Description**

### **Job Description Summary**

The sales and marketing personnel must possess a strong work ethic and a commitment to teamwork. She/he will be responsible for assisting with the many facets of the sales and marketing effort including but not limited to supporting sales goals, developing and extending various marketing programs, sales presentations to large and small groups of industry professionals, attending and coordinating trade shows throughout the country, prepare quotes and material takeoffs. The sales and marketing personnel will report to the Sales and Marketing Manager and/or the General manager as directed.

### **Primary Duties (not all inclusive)**

- Responsible for assisting with sales/marketing and advertising campaigns
- Stay current with client needs, competing and industry trends
- Facilitate client requirements meetings – both in person and/or remotely using online presentation applications
- Report weekly/monthly sales forecasts and identified projects
- Deliver sales presentations/proposals to prospective clients
- Help develop and implement strategic sales plans
- Maintain active participation and membership in networking organizations
- Project site visits and progress reports
- Project material takeoffs and quotes
- Prepare Monthly sales and Marketing Reports
- Set up lunch and learn presentations with Architects, Engineers, Contractors, and Navajo Chapters & other Tribal Governments
- Prepare and maintain current and relevant Power Point presentations
- Customer service, resolve client concerns and complaints

### **Position Requirements**

- Excellent verbal and written communication skills
- Demonstrated experience working in sales or marketing team environment
- Strong organizational and follow-up skills
- Above average desktop computer skills with experience in Pages, Numbers, Word, Excel, PowerPoint, and Outlook
- Bachelors Degree and a minimum of one-year experience in sales, marketing, and/or business development
- Fluent in the Navajo language is a strong benefit