



### **Job Responsibilities – Sales Assistant/Representative**

Arch Plastics Packaging manufactures plastic bottles for the Pharmaceutical, Personal Care, Pet Care and Food industries. [www.archplasticsllc.com](http://www.archplasticsllc.com)

- Participate in Rigid Packaging training
- Assist Sales Director with administrative duties and special projects as assigned
- Prepare required document(s) for creating customer proposals
- Coordinate and report regular bid follow up with Sales Director
- Reach out to customer leads through various methods, including cold calling
- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Able to sell face to face and over the phone.
- Open to some overnight travel.
- Achieve agreed upon sales targets and outcomes within schedule
- Be a liaison between customers and Arch Production
- Occasionally retrieve, pack and ship product samples to customers and prospects
- Existing Customer Support
- The ability to report any expenses, sales-related calls, mileage, and market trends.
- Regularly create and post company updates or promotions on Linked-In, company website or various digital marketing platforms
- Other duties assigned by the Sales Manager

### **Qualifications:**

- 2-5 years of Business-to-Business sales or related experience required
- Outgoing, Detail Oriented, and Organized
- Proficient at problem solving and critical thinking
- Computer skills, Working knowledge of Microsoft Word, Excel and PowerPoint.
- Willing to learn about the fascinating world of packaging