



976 United Circle • Sparks NV 89431 • ph (888) 438-9473 • fx (800) 544-8051 • [ResourceActionPrograms.org](http://ResourceActionPrograms.org)

## Sales Assistant

**Job Posting:** A sales support position with training and growth potential. Join an established, expanding firm in the environmental field. Work with water and energy utilities on resource efficiency programs. Customer service, relationship building, and professionalism are key attributes. Send resume and a one page letter on why you would be the best person for this position. Visit [www.resourceactionprograms.org](http://www.resourceactionprograms.org) to learn more about us.

## Job Function

Provide sales and general support for RAP Program Managers; handle assigned sales duties.

## Responsibilities:

1. Provide **SALES SUPPORT** for Program Managers including, but not limited to:
  - 1.1 Handle requests to send samples or materials to clients (Literature Requests) by assembling the requested materials, arranging for shipping, and billing if appropriate.
  - 1.2 Proposal Preparation – assist with pricing, calculate savings projections, insert client logos, and modify proposal templates for specific applications.
  - 1.3 Prepare Quotations or Purchase Agreements as directed
  - 1.4 General Sales Support – Answer questions from clients or Program Center staff when Program Managers are unavailable or as directed.
  - 1.5 Marketing Support - Assist with correspondence and special projects (mailings, trade show/conference preparations, etc)
  
2. **GENERAL SUPPORT** for Program Managers
  - 2.1 Prepare program updates for selected sponsors and research data requests as directed
  - 2.2 Assist with program entry such as obtaining sponsor logos or Accounts Payable contact information as directed
  - 2.3 Obtain or generate monthly sales and aging reports and submit to Program Manager
  - 2.4 Provide writing support, including grant applications, award nominations, and press releases as needed.
  - 2.5 Assist with the design and implementation of publicity and promotions for programs, as needed.



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3. **DIRECT SALES** to designated accounts.

- 3.1 Maintain relationships with existing customers and monitor the implementation of their programs.
- 3.2 Conduct followup with assigned sponsors to thank them for their participation, review program reports, collect feedback and generate renewal business.
- 3.3 Identify prospective sales targets within sales territory, and new marketing opportunities for RAP programs.
- 3.4 Introduce RAP programs to potential sponsors within designated sales territories or categories.
- 3.5 Prepare and deliver Quotations, Purchase Agreements and proposals for prospective sponsors as needed.
- 3.6 Finalize Purchase Agreements (complete sales) and enter programs into RAP Application.
- 3.7 Review implementation activities reports and program progress for client programs to report to supervisor.
- 3.8 Attend conferences, exhibits, trade shows, and other functions as determined or approved by management.

**REQUIRED SKILLS**

1. Organizational - with a strong emphasis on detail and accuracy.
2. Sales – Professional phone skills are a requirement. Sales or customer service experience is preferred.
3. Writing – for correspondence, reporting, grant applications, PR and other communications.
- 4.

The perfect candidate would be a team player, with great communication skills and a can-do attitude. It's a very fast pace environment so a sense of humor is a plus. For more information about the company please visit

[www.resourceactionprograms.org](http://www.resourceactionprograms.org). This is an onsite position in **Sparks, NV**.

**Please no contract or freelance applications.** Please send your resume, examples of your work, salary requirements, and date of availability to Tiffany James at [tjames@etlproducts.com](mailto:tjames@etlproducts.com).