



*Albums for the creative photographer*

## **JOB DESCRIPTION – Marketing Associate**

**COMPANY OVERVIEW:** Innovative and cutting edge photo album company that manufactures products and sells services to the professional photography industry.

**SUMMARY:** Responsible for making follow-up calls to prospective and established photographers who have requested information about our products. Through various on-going business development initiatives, inform potential customers of new and existing product lines and services.

### **DUTIES AND RESPONSIBILITIES:**

- Advise potential customers of new or additional services/products
- Obtain customer feedback information
- Data entry of customer information
- Other duties may be assigned to meet changing business needs

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Excellent communication (verbal and listening) on phone and in person
- Strong Telephone Skills
- Pleasant phone voice with proper grammar spoken
- Ability to work with a variety of individuals including clients and employees
- Microsoft Office Skills – Excel, Word, Outlook
- Ability to multi-task

### **MINIMUM JOB REQUIREMENTS:**

- Demonstrated effectiveness using both verbal and written communication skills
- Able to prioritize work to be able to successfully complete multiple tasks within expected time frames
- Strong problem solving, computer, organizational skills
- Ability to maintain a positive work environment
- Handle high volume of calls – incoming and outgoing
- Equally effective working independently or as a member of a team
- Knowledge of Photoshop a plus
- Some sales experience preferred

### **WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Sit for long length of time.
- Hand, finger, eye coordination.
- Ability to stoop, kneel, and crouch.

**CONDITIONS OF EMPLOYMENT:** Successful candidate must submit to post offer, pre-employment drug screening, credit, reference and personal background check.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as a list of all responsibilities, duties and skills required of personnel so classified.

**UPDATED:** May 2007