



Sales & Marketing Coordinator - Job Description

Overview:

Mr. B Enterprises Inc. is a live entertainment service company that specializes in providing various services and amenities to music festivals, and live entertainment events around the United States. The company was established in 2008, and in the past 11 years has solidified both a recognizable brand and excellent reputation in the live music industry.

Job Description:

The role of Sales & Marketing Coordinator will foster company growth and tap into other consumer markets by helping design and implement a sales strategy with new and existing customers. The successful candidate will work closely with management to increase sales, explore new leads, and become the point of contact for colleagues and customers alike, while providing feedback, documentation and other information about our various products and services.

Who We Are Looking For:

We are looking for a bright, energetic, and organized individual to take on this exciting opportunity! If you are a professional with excellent phone & email correspondence skills, enjoy interacting with customers, and love helping others, this is the job for you! Having a clear customer experience focus, sharp organizational skills, and project management experience will bring you great success in this role.

If you like working for a company of driven individuals who love what they do, then this is the right place for you!

Job Responsibilities:

- Track and record all sales activity in the appropriate databases. Work closely with management to coordinate sales & marketing efforts
- Take the lead in establishing sales & marketing strategies to continue growing our customer base as well as tap into other consumer markets
- Provide accurate information and excellent customer service to existing and potential customers
- Follow up on work in progress to ensure appropriate work flow through sales, subcontractors, and operations
- Report consistently to management with summary of activity to ensure all elements of the order, sales, and post-sales support are being fulfilled
- Work with our graphics team to design/redesign and develop marketing materials
- Provide administrative support, and other duties as needed

(over)



Requirements:

- Highly organized and detail oriented
- A good communicator who is candid, clear, friendly, and comfortable on the phone
- 3+ years of related customer service experience
- Previous Inside Sales Support / Sales Administration / Order Entry experience
- Self-directed, with a natural willingness to follow-through until the task is complete
- Competent with Microsoft Office, Google GSuite for Business, Adobe Creative Cloud
- Competent with social media platforms (Facebook, Twitter, Instagram, etc.)
- High school diploma required – Bachelor's Degree a plus

Our Offer:

Compensation including annual salary based upon relevant experience and education

Equal Opportunity Employer

Job Type: Full-time or Part-time

Experience:

- Sales Operations: 2 years (Preferred)
- customer service: 3 years (Required)

Education:

- High school or equivalent (Required)