Sales & Marketing Manager

The Sales Manager supports new business development efforts and provides administrative, sales reporting and other duties as assigned. Candidate performs a wide scope in sales & marketing activities, including but not limited to trade shows and special event coordination, web-site management, social media, advertising and digital marketing. The ideal candidate is a critical thinker and problem solver capable of working independently and often self-directed. Exceptional organizational, communication, project management skills and impeccable attention to detail are a must for success in this role.

Sales Responsibilities:

• Draft RFP responses, proposals, and presentations. Support proposal and presentation development
• Provide research and data on key prospects
• Ensure sales activities are recorded in Microsoft Dynamics/or similar. Monitor daily team inputs, generate standard reports, develop customized reporting and perform routine analytics of team inputs.
• Coordinate and prepare weekly reporting and distribute to identified parties
• Coordinate calendar and meetings as needed
• Register for, review, and create summaries of all RFPs.

Marketing Responsibilities

• Manage brand assets (logos, presentations, brochures, trade show booths)
• Work with vendors (creative agencies, printers, fulfillment, exhibit houses, promo product companies)
• Create and/or format PowerPoint presentations, ads and invitations using Adobe InDesign templates
• Support national and regional sales efforts. Plan and coordinate activities, schedule meetings, record action items, prepare business review presentations, support sales planning, coordinate travel
• Coordinate logistics for trade shows including displays, client events, travel and hotel arrangements.

Administrative Responsibilities

• Basic administrative tasks (i.e. checking the mail, managing, updating professional memberships, etc.)
• Draft professional correspondence
Complete expense reports and processes vendor invoices
Qualifications and Skills

• Great knowledge of the golf & sport industry worldwide
• Organization skills needed to manage time well, prioritize effectively and handle multiple deadlines
• Strong attention to detail
• Resourceful problem solver, flexible, self-starter, motivated, effective, take-charge personality
• Team player with ability to take direction and work independently when needed
• Capable of juggling multiple projects and meeting deadlines in a fast-paced environment.
• Strong communications skills (verbal and written), excellent proofreading skills.
• Candidate must be fluent in English, German & French optional
• Exceptional skills in Microsoft office applications (Word, PowerPoint, Excel)
  Working knowledge of Adobe Creative Suite, specifically Adobe InDesign

Desired Experience:

• Four (4) year college degree in business, communications or marketing.
• Minimum of 2 years professional experience in a fast-paced business environment;
  preference in a multi-person and geographically dispersed sales team in executive level sales support role.
• Proficient with Microsoft Office applications; Excellent Excel and PowerPoint skills a must. Experience with project manager software and graphics suites a plus.
• Dynamics or similar CRM experience required

Please send your application to:

Job@smart2move.com