

## **SALES AND MARKETING LIAISON**

### **JOB DESCRIPTION:**

If you enjoy making a positive difference in the lives of others and value working for a company that encourages your growth and development, then we have an exciting and rewarding position for you. At DK Global we pride ourselves on being an innovative, industry leading company that creates legal animations and illustrations for some of the country's top-rated attorneys. As a Sales and Marketing Liaison you will be responsible for acquiring leads for the Sales Department while also researching potential opportunities for the company to pursue. We are looking for an individual who possesses superior customer service skills and can interact with both clients and prospective customers. Our ideal candidate will thrive in challenging situations that prompt creative problem solving and teamwork. So, if you have a passion for the field of marketing, are social and can work effectively to meet weekly quotas, we want to hear from you!

### **JOB RESPONSIBILITIES:**

- Write clear, concise, and compelling content with attention to appropriate spelling and grammar.
- Research legal and medical associations for advertising and event opportunities.
- Process email campaign responses and update client database accordingly.
- Assist in various tasks as needed to offer support to the sales and marketing departments.
- Assist with scheduling of client meetings and other company engagements.
- Send introductory email to clients based off analytics to generate sales leads
- Provide support to the Marketing & Sales departments by handling client entry/organization of client database using Microsoft Excel and internal software programs
- Regularly meets/exceeds daily and weekly quotas for client contact (will be adjusted based on load of other tasks)
- Assist Sales (as needed) by sending and communicating information to clients
- Run and review daily suspecting reports
- Assists with office phone coverage and engage in telephone communication with clients.
- Draft sales emails and make phone calls to prospective clients

### **REQUIREMENTS:**

- BA/BS or equivalent in related field
- Exceptional writing, editing, and research skills
- Excellent interpersonal skills
- Organized, with great attention to detail
- Effective communication skills, both written and oral
- Problem solver who offers solutions and has a positive attitude
- Ability to manage multiple projects and processes
- Savvy with social media
- Personable phone etiquette

### **EMPLOYEE BENEFITS:**

- Employee matching simple IRA program
- Six annual paid holidays
- Starting at one-week paid vacation
- Company co-sponsored medical, dental and vision insurance
- Quarterly bonus programs

This position will be paid on an hourly basis and overtime will be compensated accordingly.

D.K. Global, Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran status, or any other characteristic protected by federal, state, or local law.

Travel: Some Travel Required (Clean DMV)

Schedule: 40+ hours per week