



**Sales Assistant**  
**“Visual Consultant in Training”**

**Job Description:**

From our headquarters in Redlands, California, our sales, marketing, and animation teams work together to create cutting-edge 3D animations and illustrations for trial lawyers to use in court. We are currently seeking an energetic, motivated, sales-minded individual to join our team as a Sales Assistant, or “Visual Consultant in Training.” This position is challenging, fast-paced, and highly rewarding!

**Duties and Responsibilities:**

- Assist in building a new client base by consistently meeting or exceeding phone, email, mail merge, and route quotas. Maintain positive business relationships to ensure future sales from return clients.
- Work with the Sales and Marketing Teams to strategize, develop, and execute sales initiatives and marketing campaigns.
- Research prospective clients, including (but not limited to) top attorneys in different geographical areas and attorneys in new states, and create hashtag lists with qualified leads.
- Gather information on new/suspect clients, including interests, hobbies, family information, cell phone numbers, and any “usable intel” to help create customized emails, mail merges, and introduction packages/mailers.
- Update attorney profiles in the customer management database as needed.
- Strategize the best targeting techniques and campaign ideas to reach new customers, closed intakes, customers in specified states/territories, and so on.
- Research current verdicts and settlements to reach out for qualified suspects/leads.
- Research new organizations and shows for the Sales Team to attend, and brainstorm ideas for physical mailers, new “Swag” items, marketing tactics, presentation topics, and so on.
- Plan out and assist the Visual Consultants on physical routes to suspects and return clients.
- Assist in scheduling and setting up Zoom meetings with new/suspect attorneys and firms.
- Create, write, and send suspecting emails and mail merges for different service types.
- Assist in finding and/or brainstorming demo reel ideas to send with suspecting emails, mail merges, e-blasts, and for trade shows/events, to demonstrate the company’s abilities.
- Assist in finding, booking, and preparing materials and/or demo reels for: trade shows, speaking opportunities, webinars, and CLE opportunities.
- Shadow the Visual Consultants on cold calls, intake calls, pitching, and closing.
- Assist in problem-solving sessions with the Sales and Production Teams, including calling clients to provide customer service, and brainstorming on creative solutions during project milestone meetings.
- Shadow the Sales Liaisons to learn how to write a scope and budget for different types of projects.
- Proof-read scopes and proposals before they are sent to clients.
- Any other tasks as assigned by the Sales Team.



**Requirements:**

- Bachelor's Degree in sales, marketing, or similar field desired.
- 5+ years of previous experience in sales or a related occupation.
- Knowledge of sales, business development, marketing strategies, and brand expansion.
- Ability to establish and maintain strong client relationships.
- Proven track record in negotiating and closing business deals.
- Exceptional interpersonal and communication skills.
- Creative problem solver who thrives when presented with a challenge.
- Experienced at compiling and following strict budgets.
- Comfortable in both a leadership and team-player role.
- Medical background or experience a plus!
- Valid driver's license with clean DMV record.
- Professional appearance.

**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 a salary with commission.

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.

Schedule: 40+ hours per week