



# Example of Marketing & Sales Job Description

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Our growing company is looking for a marketing & sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for marketing & sales

- Enter all sales contracts
- Responsible for sales office security monitoring set-up and maintenance
- Assist Sales and Marketing Managers with any special projects as needed
- Support in the execution of Summer "street team" events – Sponsorship venues – XFINITY Theatre over 15 concerts
- Lifting of heavy boxes and materials may be required
- Will require heavy travel throughout Connecticut, Western Massachusetts and Vermont
- Proactively work with customers in defining bid specifications
- Participate in internal and external technical and commercial clarification meetings
- Prepare quotations and develop technical solutions
- Implement pricing strategy in close communication with Headquarters

## Qualifications for marketing & sales

- Major in English Marketing Business Administration is preferred
- Proficient in written English fluent in oral English and CET6 is a must
- Quick learner and work with high efficiency
- Must be able to come to office 3 days per week and last for at least 6 months
- Background check will be conducted
- Understanding of commercial contract terms (T&M, cost plus, firm price, LSTK)