



EICKHOF®

SALES ASSISTANT

ABOUT EICKHOF

Eickhof Columbaria (www.eickhofcolumbaria.com) is a fast growing manufacturing and design company based in Minnesota, with offices in Crookston and Minneapolis. The company installs memorial projects (columbaria) all over the United States and abroad, with a strong focus on quality, craftsmanship, customer service, engineering, and design.

POSITION SUMMARY

As a Sales Assistant, you will work closely with the Sales Team, especially supporting the Sales Professionals to assist customers from initial inquiry to official order. This position is for our Minneapolis or Crookston office. This position has the opportunity to grow into a Sales Professional.

REQUIRED QUALIFICATIONS

- College Degree
- Computer literate
- Exceptionally organized
- Professional Demeanor

PREFERRED QUALIFICATIONS

- Liberal Arts Degree
- Design, architecture, or construction experience, background, or interest

KEY RESPONSIBILITIES

- Learn extensively about Eickhof's and competitors' products
- Become proficient in our CRM program, Maximizer
- Enter new customer data into our CRM program
- Coordinate Meetings for Sales Professionals with customers
- Coordinate travel arrangements for Sales Professionals
- Prepare presentations for Sales Professionals using InDesign templates
- Mail materials to customers
- Take notes on Weekly Sales Meetings

To apply email resume and cover letter (specific to this position at Eickhof) in PDF format to stephen@eickhofcolumbaria.com.

EICKHOF COLUMBARIA

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