
DIGITAL LAGOON

Sales Assistant

SUMMARY

Digital Lagoon started in May of 1995 to provide cutting edge technology in web development, video production and numerous multimedia solutions. In 2007, our large format digital printing division was added and named Large Print. Digital Lagoon and Large Print continues to integrate the latest in technology with highly skilled personnel and creativity in order to produce innovative media solutions to meet our clients needs throughout the U.S.

Digital Lagoon and Large Print, based in Overland Park, is looking for a full-time Sales Assistant. This position will involve customer service in support of the sales team, various administrative tasks, writing up sales orders as well as assisting in providing quotes, follow-ups and other essential parts of the sales process. Reaching out to other clients through phone and email to expand sales may be expected as well.

A willingness to work in a team oriented environment is important. You could be working with and providing support to other various departments as needed. Experience in the large format print industry is a plus, but we're willing to train the right person. Word and Excel experience, along with general e-mail and internet research skills are important. We are looking for energetic and warm personalities that are willing to go the extra mile for their clients.

JOB RESPONSIBILITIES

Customer Service

- Assist in providing quotes for customers
- Write sales orders
- Follow up with clients

Sales

- Research potential clients
- Expand client base through email and phone calls

REQUIRED QUALIFICATIONS

- Minimum of 2 years related experience
- Experience with Word and Excel
- General email and internet research skills
- Ability to manage high-pressure situations in a deadline driven environment

PREFERRED QUALIFICATIONS

- Experience in the large format print industry

JOB TYPE

Full Time

