



## Sales Coordinator

APPLY AT: <https://www.rcn.com/hub/about-rcn/careers/>

### Position Summary:

Join our dynamic team and help promote Chicago's best Internet, TV and Phone provider. This crucial position will assist the residential direct sales team in tracking of sales processes as well as execution of sales and marketing events; tracking sales data; maintaining inventory of promotional materials; planning and/or leading special events and trade shows; maintaining sales calendar and databases; preparing reports as well as essential administrative duties. We're looking for a creative, organized and enthusiastic self-starter who will own their initiatives and provide quality insight to become an integral part of the RCN team.

### Essential Duties and Responsibilities:

1. Coordinate sales team activity by tracking schedules, documents, requests, processes and communicating relevant information to keep the team on track.
2. Ensure sales teams have the necessary collateral and resource materials to be successful in the field.
3. Assists with promotions and events preparation, calendars, on-site coordination, lead capture and distribution, analysis and results.
4. Use Google Suite to organize and track sales team requests.
5. Use Google Sites to maintain sales team web tool, ensuring all posted materials are up to date and organized. Continuous optimization as needed.
6. Assist in the preparation, tracking and organizing of promotional material and alert manager of discrepancies.
7. Assist in maintaining databases, creating processes and manuals for the team.
8. Distribute commission reports to reps in a timely manner, track and verify necessary changes, and re-distribute final reports to sales team.
9. Assists Sales Manager in planning and execution of field activations, market strategies and action items.
10. Monitor promotion dates, track use, alert manager of discrepancies.
11. Order supplies and materials and maintain expense tracker.
12. Track competitive offers and share with all stake-holders as needed.

### Minimum Qualifications:

- Associates Degree in Marketing, Advertising, Communications or Business is preferred. High School Diploma or equivalent required.
- 1 year of previous marketing/sales experience; supporting a sales team preferred
- Excellent written and verbal communication skills.
- Ability to establish strong interdepartmental and external working relationships with key contributors resulting in successful sales and marketing campaigns
- Strong computer skills and excellent working knowledge of Microsoft Office applications (Word, Excel, PowerPoint) and Google Suite (docs, sheets, forms, sites) required
- Some evening and weekend hours required
- Some local travel required
- Able to work in a fast paced environment
- Strong organizational skills and ability to prioritize
- Ability to meet deadlines

### Desired Skills and Expertise:

- Experience in telecommunications is a plus
- Genuinely enjoys working with a team
- Maintains a professional demeanor
- Self-starter and takes initiative
- Ability to take new tasks and learn quickly
- Problem solver

APPLY AT: <https://www.rcn.com/hub/about-rcn/careers/>

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.