

Sales and Marketing Department Assistant

April 12, 2011

J. Stengel Consulting specializes in providing IT security assessment, remediation, and management services for healthcare, retail, and government. These services help meet compliance obligations as well as protect vital information for our clients.

We are currently looking for a Sales and Marketing Department Assistant to assist our President. This person will work from our office in Cornelius, NC. A successful candidate will be professional, punctual, detail oriented, creative, well read, and self motivated. We do not require experience in the field, the candidate just needs to be willing to learn and looking at a long term engagement. Experience working in the industry is helpful. We work in fast changing industry so we have the fortune of always learning new things. We also work with a lot of different clients making it possible to learn about different industries.

The position will have a base salary plus commission on generated accounts. We offer accelerators as ways to increase income directly. Candidates should be researched on our company prior to submitting resume.

Specific Duties Include:

- Marketing and Training Event Coordination
- Travel Coordination
- Scheduling
- Client Relations
- Client Presentations
- Vendor Relations
- Research Assistance
- Company Communications
- Sales Assistance and Ordering

What We Offer:

- Health/Dental Insurance
- Life Insurance
- Ongoing Training and Education
- Paid Vacation
- Family Friendly Work Environment

Please E-mail a letter of interest and a resume to Human Resources at hr@jstengel.net.

EOE--We do not discriminate on the basis of race, age, gender or sexual preference.

For additional company information, please visit www.jstengel.net.