



SALES ASSISTANT

Please find a detailed job description below. The primary purpose of the Sales Assistant is to appointment set, manage the Sales Department calendar, aid in projects and various proposals necessary for The Affinity Wedding Magazine.

■ Set 15 appointments a week

- » Appointments are any scheduled time between a Account Executive and a client for the expressed purpose of advertising.
- » At least 24 hours prior to appointment, a reminder e-mail will be sent with date, time, location and name of Account Executive. This email is sent by whoever sets the appointment. *The Account Executive is CC'd on the e-mail.*

■ Bundt Cakes

- » Order Bundt Cakes at least **24 hours** prior to pick up
- » Organized orders between Sales & Editorial
- » Facilitate Distribution of Bundt Cakes

■ Sales Assistant

- » Ensure calendar is up to date
- » Meetings are set and maintained
- » Fill out appropriate paperwork associated with the Sales Department

■ Money

- » Scan checks and send to accounting and put in dropbox
- » Deposit checks (after scanning and putting in dropbox) within one business day at the end of day.

■ Collecting Money

1. Sales receives contracts, processes contract and sends invoice to client within 1 business day of Sales Asst. receiving the contract with included due date.
2. Sales Asst. will send reminder of unpaid balance 1 week after due date.
3. Sales Asst. sends reminder of unpaid amount with warning of being sent to legal when amount is 2 weeks past due. Sales Asst. will inform client they have **2 business days** to pay amount owed.

■ Keep track of budget for sales

- » Money in and money out of the sales department.
- » Each week the Sales Asst. will prepare a spreadsheet of money collected, money owed and money spent.
- » This will be e-mailed to accounting to ensure accuracy. Accounting will respond within 1 business day confirming or making edits to spreadsheet.



■ Ideal Candidate

Our Ideal candidate is someone who is detail oriented, a self-starter and someone that can appropriately handle themselves under stress. The position would at entry level into the company with room to move up to more responsibility and higher pay depending on the success of the person in this position.

■ Compensation

This position is paid three ways:

1. For each set and confirmed appointment, the Sales Assistant will make \$10 per appointment set.

2. For every sale closed as a result of appointment set, Sales Assistant will make a bonus \$50.
3. If Sales Assistant closes a sale without the help of an Account Executive a 20% commission will be paid for every closed sale.

Example 1)

25 appointments set = **\$250**
10 appointments closed = **\$500**
Weekly Total = **\$750**

