

Summary:

W.H.Breshears is a third generation independent marketer and petroleum distributor, and an award-winning lubricant distributor for Chevron products. Since its origin, the focus of the company's business has been on serving the petroleum needs of the fertile agriculture market, as well as the strong commercial and industrial markets of California.

This position works with the sales department to provide administrative support and assist in growth of company's customer base. You will work as a teammate with all company personnel and promote a positive company image internally and with all clients.

This is a full time position, 40 hours per week, Monday-Friday position and pays \$13-16 p/h dependent on experience. Travel is limited but will be expected when it involves after hour trade or marketing events or vendor required seminars. Benefits include Health, 401K and vacation.

Area of Responsibilities include but are not limited to:

- Assume ownership and understanding of company and suppliers technology platforms. This includes Microsoft Dynamics CRM
- Manage all social platforms company utilizes including website, MailChimp, Survey Monkey, newsletters or any other tools the company may use
- Manage CRM process, entry of leads, opportunities, SOW, pipeline management, reporting and data integrity
- Understand company's core products, along with value added products and services in order to assist sales team
- Provide administrative support to the sales department as it relates to customer contacts with regards to scheduling appointment or email/faxing product and pricing information
- Prepare regular reports and analysis using CRM for management on customer and sales team activities and efficiencies
- Proactively offer ideas and insights to improve issues and challenges
- Oversee marketing events, exhibitions and tradeshow
- Aid in the creation and development of integrated marketing campaigns
- Attend and contribute to weekly sales team meetings

Qualifications:

- A detailed oriented person with strong organizational skills
- Self-motivated problem solver with analytical skills
- Prioritize tasks for optimum productivity and efficiency
- Able to work in a changing and challenging environment
- Ability to contribute individually and participate in a cross-functional team setting
- Must be proficient in MS Office (Outlook, Word, Excel & PowerPoint) Knowledge of Photoshop helpful
- Experience with a CRM system preferred
- Understand all social media platforms as it relates to new content posting, feeds from vendor or partner platforms
- Strong written and verbal communication skills
- Maintain confidential company information in the strictest of confidence
- Type 45wmp

Associate or Bachelors degree in marketing, sales or relevant field is required as well as 1 to 2 yrs industry experience in marketing, communications or public relations.

All interested applicants are asked to submit their resume and including both salary requirements and a brief cover letter (no more than 200 words) explaining why you are a good fit for the position and what makes you a unique addition to the team.