



Sales and Marketing Admin

If you're looking for a fulfilling career opportunity with unlimited earning potential in a fast growing entrepreneurial, women-owned company, then keep reading!

We are passionate about helping entrepreneurs get their message heard on podcasts and we're seeking the perfect candidate to join our sales team and help us grow! **You will get hands on coaching and training** with a leadership team who values your personal and professional development!

Sales and Marketing Admins are responsible for...

- Collaborating with Marketing Team to create and schedule monthly content (including copy, graphics, and video content on multiple platforms)
- Posting on company social media platforms daily
- Engaging with other social media accounts across platforms
- Assisting sales and marketing team during live launch events
- Reviewing and approving Facebook group members
- Responding to comments on Facebook ads, and social media posts
- Responding to support emails
- Responding to DMs to our company social media pages

The perfect candidate for this position...

- Very detail oriented
- Loves to be in a supportive role
- Interested and open to sales and doing on camera work in our marketing

- Values personal and professional development and looking for a career where they can expand their horizons
- Is looking for a long term career and interested in leadership
- Loves rescue animals!

Hours, Benefits and Compensation:

Sales and marketing admins work full time and must be available for overtime hours during launches (once per month). Sales representatives are classified as W2 employees. Aside from those benefits required by state and federal regulations, Interview Connections also offers health, dental, PTO, sick time and paid holidays off for its full-time employees.

How to apply:

To apply, please submit your resume and a cover letter explaining why you are the perfect candidate to matt@interviewconnections.com