



**Job Title:** Marketing and Sales Assistant

**Company:** Exhibit Arts, LLC

**Location:** 326 N Athenian Wichita 67203

**Position Type:** Part-Time,

**About Us:** Exhibit Arts (EA) is a 25-year-old innovative woman-owned small business that provides high-quality marketing, tradeshow, and fulfillment services to government and commercial customers. Committed to excellence, we take pride in our diverse portfolio of projects. As we continue evolving, we seek a Marketing and Sales Assistant to join our team.

This Marketing and Sales Assistant will work with marketing and promotional products department to assist in delivering exceptional products and service to our customers. This job involves helping with various sales activities, providing administrative support, and working with customer service team.

**Responsibilities:**

1. Research- daily go to various websites to find new opportunities to bid on.
2. Understand the details of products, where to find the best sourced product.
3. Administrative Tasks- Perform various administrative duties such as filing and maintaining sales records.
4. Product Knowledge- Develop an understanding of our products and services to assist customers effectively.
5. Sourcing Product- Ability to find the right product for the right customer with the information they provide.
6. Team Collaboration- Collaborate with the sales team, marketing department, shipping department, and other departments to achieve sales targets and enhance customer satisfaction.
7. Adherence to Policies: Ensure compliance with company policies, procedures, and sales guidelines.

**Qualifications:**

1. Communication Skills- Excellent verbal and written communication skills.
2. Customer Focus- Strong customer service orientation with a passion for helping customers.
3. Organizational Skills- Ability to prioritize tasks, manage time effectively, and work efficiently in a fast-paced environment.
4. Cost monitoring - Manage budgets and create draft billing

**Pay:** Hourly \$16.50

**Hours:** Starting as part time with some flexibility for the right candidate. 8am to 3pm with possibility of moving to full time after 3 months. No benefits offered for part time employees

If you are interested, please contact me at 316-264-2915 and send resume to [Beth@exhibitarts.net](mailto:Beth@exhibitarts.net).

Beth Harshfield  
President