



Inside Marketing & Sales Assistant

TCR Composites is a manufacturer and supplier of composite prepreg materials located in Ogden, Utah and serving customers globally. TCR Composites is a growing company offering a great work environment, challenging career opportunities, and a comprehensive benefit package.

Job Summary/Objective

This position reports to the Director of Marketing & Sales. The purpose of the Inside Marketing & Sales Assistant is to support and assist in all Marketing & Sales activities. The position's primary responsibility is to provide administrative oversight for the Marketing & Sales team. This includes daily interface with Procurement, Production, Quality, Engineering, and Shipping organizations to ensure on-time delivery and customer satisfaction.

Duties and Responsibilities include, but are not limited to:

- Maintain Sales Budget Summary and prepare monthly Sales Reports.
- Create Sales Order packages using Company tools and electronic systems.
- Send Purchase Order Acknowledgements to customers.
- Create customer quotes, as directed.
- Communicate directly with customers regarding order requirements, production timing, document needs and accounting matters.
- Manage customer accounts, under direction of the Marketing & Sales Director.
- Keep teams' calendars up to date.
- Assist Marketing & Sales team with travel plans.
- Collect end-use forms for export records.
- Maintain understanding of US Export Regulations to assist with company compliance.
- Execute trade show arrangements with support from Marketing & Sales Team.
- Develop and plan marketing/advertising strategies for tradeshow, website, and marketing materials with support from the Marketing & Sales team.
- Assist Marketing & Sales team with content creation and post to Company social media accounts.

Education/Certifications

- High School Diploma/GED required.
- Associates Degree preferred.
- US Citizenship

Basic Qualifications

- Two or more years of Administrative and Customer Service experience.
- Proficiency in Microsoft Office software (Outlook, Word, PowerPoint, and Excel)
- Business writing/communication experience a plus

Preferred Qualifications

- Associates degree
- Experience in Concur



Work Environment

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

Physical Demands

- Regularly required to sit.
- Required to reach with hands and arms.
- Required to stand, walk, stoop, kneel, and crouch.
- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 lbs.

Position Type/Expected Hours of Work

Position is a non-exempt, full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.

Travel

This position requires limited travel, less than 10%.

Competencies for Success

- Positive individual who is willing to expand current skill set, through training/schooling.
- High attention to detail and accuracy in work.
- Proactive, highly motivated, and adaptable, with excellent organizational skills including the ability to juggle multiple tasks, changing needs, and competing priorities.
- Highly developed verbal and written communication skills and proven success in organizing and completing assigned responsibilities.
- Organize, maintain, and calendar meetings.
- Strong interpersonal communication skills with the ability to work with others at all levels of the organization.
- Possess a high level of professionalism and integrity.

EEO Statement

The Company does not discriminate against any employee or applicant because of the following legally protected characteristics: race, color, religion or creed, national origin, sex, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), age, marital status, physical or mental disability, veteran status, genetic information (including characteristics and testing), or any other characteristic protected by federal, state or local law. This policy covers all personnel practices, including but not limited to hiring, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, selection for training and employee benefits.