

## Heaven's Touch Photography Job Description

**Title:** Sales and Marketing Associate

### **Basic Job Description:**

Duties include but are not limited to:

- Conduct projection sales presentations with clients. This will include presenting proof images to clients via slideshow and assisting them in narrowing down their order selection. The associate will be effective at product presentation to ensure effective sales without seeming 'pushy' in the client's eyes.
- Responsible for invoicing, pre-order prep, placing final print orders and product prep and delivery.
- Participate in ideas, marketing and promoting upcoming events and sessions. Effectively market various areas of the business to potential new clients as well as promote various photographic products to existing clients.
- Assist in answering incoming calls, scheduling appointments and calling clients for order pick-ups and session reminders.
- Seek and market new school and sport contracts.
- Place school photography orders via EZEvent.
- May be asked to assist with fall school photography sessions and/or portrait photo sessions which would include set-up and tear down of sessions on-site or on location, assisting with client interaction/posing, and lighting assistance.
- May assist with school yearbook and/or church directory design.
- May be asked to attend occasional BNI meetings to market various areas of the business.

### **Qualifications:**

Previous sales and/or marketing experience required.

The applicant must be responsible, dedicated, reliable, punctual, enthusiastic, upbeat, able to prioritize and multi-task, listen well, work independently while being a team player, and have a passion for photography.

The applicant must have excellent organization, verbal and written communication skills and possess attention to detail, accuracy and schedules. The ideal candidate will have the ability and willingness to take on responsibilities and/or tasks not specifically assigned. Candidate should be comfortable working in a sometimes fast-paced, highly demanding and often ambiguous environment (photo sessions).

Basic computer experience is required. Applicant will be required to learn and become proficient at various sales and order entry software including (but not limited to) ProSelect, EZSuite, EZEvent, ROES, ProShow Gold and Quickbooks. Experience with slideshow creation software, ProSelect, Quickbooks and Photoshop is a plus.

Applicant may be asked to complete a DISC (Thomas Personality Profile) for us to better understand task assignment and distributing responsibilities.