



Arcomm Communications Corporation  
462 W. Main Street • Hillsboro, NH 03244  
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[www.arcomm1.com](http://www.arcomm1.com)

## Sales Assistant

**Are you someone who likes to pull all of the pieces of the puzzle together to view the total picture? Does  $2 + 2$  always = 4 for you *and* you enjoy shifting priorities? If lending high-level support to a Director of Sales is in your wheelhouse, this may be the opportunity for you!**

Located in Hillsboro, NH, we're a diversified telecommunications company seeking a Sales Assistant for our Director of Sales. Bring your good work ethics, time management/organizational skills, and a willingness to learn as you execute a variety of secretarial duties and skilled tasks that may include preparing reports, conducting research, and collecting data.

You will:

- ✓ Create and assemble quotes, as applicable, and assist in translating Requests for Proposals.
- ✓ Assemble formal submittal booklets.
- ✓ Respond to customer verbal orders and Purchase Orders involving the conversion of quotes to Service Orders.
- ✓ Print paperwork, create job folders, and confirm equipment orders and scheduling with Arcomm internal departments.
- ✓ Gather job paperwork and process for billing, involving reconciliation of Service Orders for invoicing.
- ✓ Gather current pricing and assembling current product brochures and datasheets.
- ✓ Ensure customer satisfaction and convey the benefits of having a long-term relationship with Arcomm by utilizing follow-up, thank you letters, and surveys.
- ✓ Assist in development and follow-up on business leads to include cold-calls, direct mail, and other lead generation activities.
- ✓ Provide field support for Sales and other Arcomm departments.
- ✓ Schedule appointments and assist in managing calendar.
- ✓ Attend functions such as chamber events and local trade shows to include set-up/tear down.
- ✓ Maintain and monitor sales training requirements for achieving and maintaining compliance with various manufacturer dealer programs.

## Required Education / Experience

- ✓ Associate Degree or equivalent work experience
- ✓ Two to three years of experience in a sales support role
- ✓ Microsoft Office

## Additional Desired Skills

- ✓ TigerPaw CRM
- ✓ Self-motivated with high standards of excellence and must be comfortable working in a challenging, dynamic, team-based environment.

**Arcomm keeps people connected. We keep employees connected through the right fit.  
Does this sound like you? Send your resume to [hr1@arcomm1.com](mailto:hr1@arcomm1.com) and let's connect.**

Relocation assistance or work sponsorship is not available. Candidates only, please.  
Kindly do not contact us with unsolicited services or offers. Thank you.

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