



Sales Support Coordinator

Job Description

Do you love working with PR and creative professionals? We're looking for a Sales Support Coordinator, reporting to our Sales Manager, to provide outstanding customer service and support for our clients and sales team.

You'll enjoy working with a well-established company with friendly co-workers, in a collaborative work environment that values family and work/life balance. You'll receive personalized hands-on training, frequent interaction with our media, marketing, creative and sales teams, and learning from experienced media professionals

Our competitive compensation includes salary plus commission, performance incentives and a comprehensive benefits package including:

- Medical, dental and life insurance
- 401K with company match
- Generous PTO and holiday allowance
- Casual dress
- Flexible work environment
- Volunteer, social and team-building activities

Position Summary

- Maintaining positive client relationships, and providing outstanding and responsive customer service.
- Project administration including contract development and regular client notifications.
- Database maintenance and reports.
- Sales and administrative support.

Position Qualifications

- Demonstrated success in a customer service and/or administrative assistant role.
- Friendly, positive, industrious, outgoing personality—and one who thrives in a collaborative environment.
- 5 years business experience in any of the following positions: office management, sales support or administrative assistant. Familiarity or experience in media, public relations, marketing or advertising background preferred, but not required.
- Good written and verbal communication skills, excellent customer service skills, high degree of computer proficiency in MS Office and Internet, excellent organization and time management skills. Experience with CRM and databases a plus.
- High School Degree or higher education.

About Family Features:

Established in 1974, Family Features is a leading producer and distributor of sponsored food and lifestyle editorial content. We work with the nation's top food, home, and lifestyle brands to create timely and informative print, digital, social and video content. Over 10,000 editors at newspapers, magazines, and websites around the country use our content in their publications and sites annually.

We invite you to visit www.familyfeatures.com for more information about our company. Interested candidates can send cover letter/resume to careers@familyfeatures.com **Attn: Sales Manager** or mail to **Family Features Editorial Syndicate, 5825 Dearborn Street, Mission, KS 66202. Attn: Sales Manager**. Please note that only those candidates selected for an interview will be contacted. No phone calls please.