



Moki Systems, LLC
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Job Announcement Part to Full Time Assistant to Sales

Job Title: Assistant to Sales
Posting Date: 22 January 2008
Closing Date: Until filled
Salary: \$12.00 per hour
Hours: Part to full time (30-40 hours/week)
Schedule: Monday-Friday
Work Location: Saint George, Utah

Job Functions and General Responsibilities:

Provide overall clerical, organizational and systems support to sales staff

- Update, enter and maintain data in sales system
- Type correspondence, faxes, memos, proposals and any other business and office related materials
- Make telephone calls to clients and potential clients
- Assist in preparation of proposals/presentations
- Respond to client requests when salesperson is not available

Qualifications:

Associates Degree from an accredited university, two years related sales experience, or equivalent combination of education and experience

- Excellent grammar and spelling/punctuation
- Excellent communication skills
- Excellent MS Word, Excel and PowerPoint skills
- Knowledge of telephone and business etiquette
- Excellent organizational and time management skills
- Professional demeanor
- Excellent customer service skills

How to Apply: Contact Kelli Valadez at 435.674.3571 extension 1016. Email hr@mokisystems.com.

About Moki Systems: Moki Systems is a small and growing Saint George, Utah based software development company. The work environment is casual.