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GulfEnergyInfo.com

### **Hydrocarbon Processing is seeking a Sales Assistant**

Since 1922, management and technical professionals from petroleum refining, gas processing, petrochemical/chemical and engineer/constructor companies throughout the world have turned to *Hydrocarbon Processing* for high-quality technical and operating information.

The ideal candidate for this entry level position will be responsible for supporting our sales team while maintaining and developing sales.

#### **Duties / Responsibilities**

- Achieve sales targets for print and digital advertising by servicing existing clients and developing new business
- Maintain client contacts in database (Salesforce)
- Attend trade conference, exhibitions and professional meetings around the US
- Assist in creating sales material for sales preparation and success

#### **Skill Requirements**

- Bachelor's degree (Business or Marketing preferred)
- Excellent verbal and written skills
- Proficiency in using Microsoft Office products (Outlook, Excel, Word, etc.)
- Ability to multi-task between sales and marketing-related operations
- Target-driven, self-motivated and professional
- Light Traveling
- 1-3 years of experience with the oil & gas industry and/or media preferred
- Proficiency in CRM or willingness to learn Salesforce procedures

The candidate will be paid \$36,000 plus commissions