



FREDERICK EXPORT
Connecting Manufacturers to Global Markets

JOB DESCRIPTION, SALES ASSISTANT

RESPONSIBILITIES:

- ORDER ENTRY
- ORDER PROCESSING
- ORDER TRACKING
- SALES SUPPORT
- SALES REPORTS
- CUSTOMER SERVICE
- FILING
- BASIC RESEARCH/PROJECTS, AS TIME ALLOWS

Frederick Export currently coordinates the export sales programs of nine manufacturers to over 250 customers in more than 80 countries.

This position will be extremely important for the day-to-day assistance of the sales team with the following:

- Prospecting for new international customers
- Prospecting for new clients
- Coordinating events internationally
- Acting as a liaison between manufacturer and client.

If you are interested in gaining experience with an international company that works in over 70 different countries please send a cover letter and resume to kim@frederickexport.com