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GulfEnergyInfo.com

Gulf Energy Information is seeking an *Inside Sales Representative* for our new brands we are introducing over the next few months. The ideal candidate will split their time between direct sales and providing support to the external sales team. The ideal candidate will also be detail-oriented, possess good communication skills (both written and verbal) and show a willingness to learn.

Responsibilities:

The Inside Sales Representative will provide support to the external sales team including:

- Providing digital statistics (e-newsletters, online, webcasts, white papers) to sales team monthly and on-request
- Communicating information, deadlines, reminders to sales team as provided by the publisher
- Sales and marketing support
- Generating and send monthly promotional piece on Salesforce to promo list
- Working with marketing and production for sales promotion material

The Inside Sales Representative will also prospect and sell:

- Website advertising
- Newsletter advertising
- Exhibition Space

Skills:

- Required: Word and Excel, strong written and verbal communication skills, team player
- Preferred: Salesforce or other CRM experience; knowledge of industry

Please send your resume to resumes@gulfpub.com. No phone calls please.