



**Job Title:**  
**Inside Sales / Assistant to the President (Part-time)**

**Reports To:**  
President/Owner

**Start Date:**  
June 1, 2020

**Job Overview:**

Cultivation Network, Inc. is a full service marketing agency located in Murfreesboro, TN (Greater Nashville area). We sell B2B services such as Website Design, Development, Ongoing Maintenance and Hosting; Mobile Applications; Shopping Cart and Payment implementation for Websites and Apps; Graphic Design; Brand and Logo Design; Marketing items and Print materials; Social Media Setup/Branding & Campaigns; Search Engine Optimization; Digital Footprint Reporting and Strategies to improve Digital Footprint; Search Engine Marketing through Yelp, Google Ad Words, Facebook and other requested platforms; Branded Apparel; Event and Trade Show planning; and any marketing services our clients request. We encourage you to visit [www.cultivationnetwork.com](http://www.cultivationnetwork.com). We are a small but quickly growing firm needing to add an Inside Sales Representative /Assistant to the President to further our growth.

The ideal candidate will be professional, organized, self-motivated and detail-oriented. The candidate should also be someone who is driven by a desire to succeed and earn extra money. This position is currently a part-time position for 20 hours per week at \$15/hour plus commission. The position could lead to a full-time position based on performance. Training is provided. Unfortunately, we are not able to offer medical benefits or insurance at this time; however, we will provide additional bonuses as able and warranted to reward performance.

**Responsibilities and Duties**

- Candidate must be able to speak professionally on the phone with prospects and customers.
- Candidate must perform administrative duties as outlined by the President on an ongoing basis.
- Candidate must keep an ongoing prospect list, presented each week to President.
- Candidate must be able to keep an organized calendar as well as schedule meetings.
- Candidate will be expected to represent the company in the best manner possible and be professional at all meetings, events and sponsorship opportunities.

## Qualifications

- Candidate should be High School graduate and have at minimum: an Associate Degree, two or more years of college or university or three years of relevant work experience.
- Must be at least 21 years of age, have a valid driver's license, eligible to work in the United States and have reliable transportation.
- General knowledge of websites, mobile applications, marketing services, search engine optimization, internet advertising and must be comfortable with daily computer use.
- Proficient in Microsoft Office, Word, Power Point and Excel; Email; and generally, Adobe products.
- Able to write professional communications via email or letter to customers.
- Able to follow-up on and pursue leads in a timely manner.
- Able to occasionally lift boxes containing promotional or trade show items.
- Able to attend events occasionally for and/or with the President.
- Characteristics that are a must for this position include: outgoing, trustworthy, reliable, hard-working, goal driven and professional.

Note: There is a 90 day probation period after first date of employment, after which time, compensation and hours may or may not be re-evaluated.

Cultivation Network is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Resumes and a letter describing why candidate would succeed at this position should be submitted to [jcole@cultivationnetwork.com](mailto:jcole@cultivationnetwork.com). Please provide at least 3 references with current phone numbers.