**EXECUTIVE SALES ASSISTANT**

Cubik is seeking executive sales assistants.

Role:

Admin support for senior account managers including:

               - Email communications with client, account manager, and production team

               - CRM updates and recording

               - Vendor communication for inventory, capabilities, and requirements for project

               - Creating mock-ups and presentations, and estimates

               - Entering orders and communication with production team

Desired Skill Set:

1. Excellent communication skills
2. Proficient in Microsoft Office programs
3. 2+ years experience in professional work environment
4. Detail orientated
5. Proficient in Microsoft Office programs
6. Knowledge of graphic design programs