



**Are you highly organized and able to multi-task? Are you a quick learner and a self-starter? If so, please read on!**

BCS is looking for a **Sales Assistant** who will be excited about and capable of assisting the sales department with various administrative tasks. We are looking for someone who can keep up with a fast-paced high-technology office, efficient on tasks, and possess strong time management and organizational skills.

#### **About Us:**

**Business Communications Solutions (BCS)** is an industry leading Information Technology company specializing in Telecommunications, A/V and Security infrastructure design, installation, management and Cloud-based telephony services. BCS started off as a telecommunications company with an emphasis on phone systems and low-voltage cabling work but have transitioned into an innovative IT company offering the most current products that the industry has to offer. Our work environment is fun and the staff has got a great sense of enthusiasm and team work.

#### **What is in it for you?**

- Pay Range: \$15-\$35 Hourly
- Paid Vacations & Holidays
- Performance-based Bonuses
- An exciting and friendly atmosphere
- Great location in Orange County
- Medical, Dental & Life Insurance

#### **What you will be doing!**

- Complete appointed tasks by establishing objectives, determining priorities, managing time wisely and seek assistance if necessary
- Assist with proposals
- Contacting clients to follow up
- Coordinate sales events and/or trade shows
- Screen incoming calls & assist Managers as needed
- Prepare PowerPoint presentations and Excel reports for meetings and events
- Administrative Duties: faxing, copying, scanning, and sending outgoing packages using FedEx/UPS online services
- Assist managers with sales related tasks

#### **What you need!**

- Must be a self-starter and take constant initiative

- Must have the ability to **MULTI TASK** in a fast-paced environment
- Strong problem-solving, organizational and follow-up skills
- Open to learning new skills & tasks
- Must have proven record of progressive administrative experience
- Intermediate to advanced knowledge of Microsoft Office Suite
- Excellent writing and communication skills
- Long term employment is preferred. Loyalty is a must!
- Precise grammar and editing abilities
- Strong customer service skills
- Must be adaptable in working with other departments (service and accounting)

**It's a plus if you have...**

- Experience with Project Management
- Technical understanding and experience in the IT/Telecommunications industry

Please email your resume with the position in the subject area and any questions you may have to: [resumes@bcscconsultants.com](mailto:resumes@bcscconsultants.com)