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<b>Title</b>	Sales & Marketing Assistant
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<b>Reports to</b>	Director of Sales
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### **Job Description**

Are you passionate about clean technology? Are you detail-oriented? Do you have a team-focused mentality that draws you to tackle new projects and problem solve for the greater good?

ATI is currently seeking a Sales and Marketing Assistant to support day to day team operations, and track and report sales and marketing information. In this position you will play a critical role in supporting a dynamic team to communicate the value proposition for innovative solar tracking technologies that will change the way energy works in the world.

Array Technologies, Inc. (ATI) is the global leader in solar tracking. We are experiencing explosive growth built on our best-in-class technology and dynamic team. Come change the world for the better with the company that has been leading the solar energy revolution for over 25 years.

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### **Duties and Responsibilities**

- Filter, prioritize and delegate incoming customer calls, e-mails, and website requests.
- Provide initial-response product and company information via e-mail. Clarify customer requests via e-mail if necessary and forward to team.
- Assist in managing, coordinating and updating internal Salesforce CRM system.
- Assist in updating and outputting multiple sales and marketing related reports. Summarize and distribute information through reports, graphs, presentations, etc.
- Review incoming RFP documentation.
- Manage marketing contact database.
- Maintain marketing collateral and material inventory, completing timely updates and distribution.
- Provide market tracking and research information by collecting, analyzing and summarizing data and trends.
- Other tasks as may be assigned by ATI management.

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### **Personal Skills**

- Detail and deadline oriented. Ability to prioritize multiple tasks and complete them on a timely basis.
- Excellent planning and organizational skills.
- High level of computer proficiency and demonstrable working knowledge of Microsoft Office, Salesforce
- Data entry and analytical skills, reporting skills.
- Team player.
- Customer-focused and professional.

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### **Education and Experience**

- Bachelor's degree or equivalent experience
- Minimum 3 years related professional experience
- Experience in the solar or renewable energy industry considered a plus