

ADMINISTRATIVE/SALES ASSISTANT (Part-Time)

YampaGeo, LLC, a small geographic information services and mapping business, is looking to hire an independent and experienced individual to provide administrative assistance and support in product sales and services. This is a flexible, part-time position (10 hours per week to start) with potential for future growth. The successful candidate will be motivated, self-sufficient and organized with the ability to provide excellent customer service. Computer skills including experience with MS Word, Outlook and Excel is required. Additional computer, technical or business management skills may provide for additional hours and responsibility.

Position Responsibilities:

Administrative and Clerical Assistance:

Customer correspondence, coordination and scheduling; Answering phones; Preparing and sending invoices; Online data search and acquisition; General office support including maintaining supplies, document management, and basic organization and cleaning duties; Document preparation and proof-reading; Bookkeeping and business development responsibilities, depending on experience.

Sales and Order Fulfillment:

Sales and marketing of map products and GIS services; Packaging, shipping and delivery of wholesale and retail product orders; Coordinating with retail stores on product inventory; Preparation and distribution of marketing materials; Computer-based tracking of sales and inventory; Other activities in support of overall product development and sales, depending on experience.

Minimum Skills & Qualifications:

- Excellent customer service and communication skills (verbal & written)
- Minimum high school diploma or GED equivalent
- Computer skills including proficiency with MS Office Products
- Ability to interpret maps and communicate map contents and features

Other Requirements:

- Valid driver's license, clean motor vehicle record and access to reliable transportation
- Must reside in the Yampa Valley within a reasonable driving distance of Craig
- Position requires the ability to lift and transport boxes for product delivery and shipment

Desired Skills & Qualifications:

- Demonstrated experience in sales and marketing
- Experience developing marketing materials/graphic design
- Knowledge of big game hunting/outdoor recreation retail industries
- Related associate degree or higher education
- Bookkeeping experience including knowledge of Quickbooks
- Basic knowledge/understanding of GIS and Mapping

Please submit *resume*, *pay requirements* and *three professional references* to admin@yampageo.com.