

## Scrusher Admin\Sales\Mktg Position

Related Fields of knowledge:

Sales Account Mgmt, Marketing, & Customer Service Roles

Functional Responsibilities:

1. Maintain and grow existing channels of distribution for the Scrusher products.
2. Maintain communication across all sectors of the business for full clarity of direction.
3. Develop the new channels of distribution and sales/mktg support needed.
4. Travel, set up and initiate seasonal trade shows.
5. Customer Service: order entry, CRM maintenance, transportation, etc..
6. Clerical bookkeeping, accounts payable and accounts receivable.
7. Develop each function role for succession as growth allows.

Skills Needed:

1. A working knowledge of the retail market distribution channels.
2. Sales experience in the retail channels.
3. Ability to work through the infancy of an organization and grow it to a fully functioning organization.
4. Character to work hands on, in office, field and shop floor, yet vision to see what could be.
5. Well organized work and personal space philosophy
6. Computer skills a must.
7. Someone that shares their knowledge across all disciplines and is self-confident enough to understand sharing knowledge is a long term benefit to the whole.
8. " Professional business communication skills" to meet , discuss, and follow up on details with multiple retail business channels and retailers.

Education Requirements:

1. Proven experience in all of the above, with an ability to continue learning.
2. High School Diploma a must.
3. College degree a plus, accounting, marketing, business or general bachelor of science degree.
4. Life experiences a bonus.

At Chaseburg Manufacturing Inc., we are committed to growing our knowledge and experience throughout the fields we choose to work in. Knowing that there isn't one person that has all the knowledge necessary to do all the work, but working together, and asking for help will grow each individual along with the company as a whole!