



Job Description for Sales & Business Development Associate

Company: 5 Fold Media, LLC, is a Christian-based, Spirit-led publishing company that was founded in 2009. Within the first seven years of the company they produced over 200 titles. 5 Fold Media specializes in book publishing and individual publishing services (cover design, interior layout, editing, distribution, etc.).

Department: Sales & Marketing

Reports To: Project Manager

Hours: 3-4 hours per week. Base pay with sales commission opportunity.

Location: Must be local to the Syracuse, NY area. Can work from home and utilize off-site meetings.

Requirements: Must have their own computer that can handle software needed for the position and their own form of transportation.

Responsibilities:

- Contact prospects via email and phone
- Work efficiently to meet all metric's requirements (# calls made, # emails sent, and # of meetings scheduled).
- Introduce customer's solutions to potential decision makers
- Arrange meetings with customer's sales professionals
- Meet with customers on a weekly basis to discuss and assess sales goals and meetings
- Document all sales activity
- Log hours in the time management system
- Stay in communication with managers via phone and email

Skills Needed:

- Successful in relationship building
- Strong verbal and written communication skills
- Comfortable working remotely
- Strong organizational skills
- Ability to multi-task
- Professional demeanor
- Experience as a sales or inside sales representative

If Interested: Contact Andy Sanders at 315.570.3333 ext. 1, or andy@5foldmedia.com.