



Sales Assistant

Founded in 1991, Transatlantic Connection and its TAC Rockford division provide products and engineering services to manufacturers. Our company is located in the heart of Rockford's River District — a great place to work.

Work for us!



If you are seeking a high-impact role in a small, friendly office environment, this could be an ideal opportunity.

As the Sales Assistant with our company, you will become an integral part of our sales team with responsibility for supporting for sales and marketing activities. Duties include calling customers to update database records, preparing customer literature, handling customer inquiries, telephone answering, filing, updating pricing databases, contacting customers when calibrations are due, preparing customer mailings, as well as other duties we haven't thought of yet! This position has opportunity for advancement into sales or other areas of our company.

For success in this position, you need a sense of flexibility and the ability to handle the unusual with minimal direct supervision. While this position does not require specific skills, it will require attention to detail, critical thinking, excellent verbal and written communication skills, excellent customer service, and computer skills. A technical aptitude will help you better understand our products and customers' needs better.

Initially, the Sales Assistant position will be 20-30 hours per week, but will likely transition to a full-time position in the future. Hours are flexible, but a regular schedule is preferred. Compensation is based on skills and experience.

To apply, e-mail your resume to krh@TACRockford.com.

Visit www.TACRockford.com and www.transconn.com to learn more about our company.

This job description can also be found at www.TACRockford.com/careers/