Modelithics®
Accelerating Your Design Success!

Modelithics Sales & Admin Assistant / Sales Associate Job Posting:

Job Description

MODELITHICS, INC., the leading independent provider of simulation models for Radio Frequency and Microwave (RF/MW) devices, is seeking a Sales & Admin Assistant / Sales Associate. This position requires strong organizational skills, attention to detail, and the ability to multi-task in a fast-paced environment as well as a minimum of 1-3 years' experience in an office environment with B2B sales experience. Knowledge of CRM systems a plus. Experience in electrical engineering/radio frequency electronics or software-related sales experience is also a plus. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced environment.

Primary job responsibilities include working closely with the VP of Marketing & Sales with various tasks including sales communications and documents, coordinating meetings, processing orders, assisting with marketing materials, working within a CRM system, etc. The Sales & Admin Assistant / Sales Associate may also communicate directly with customers, potential customers, vendor partners, the Modelithics engineering, sales and marketing teams.

This position requires possession of or ability to acquire:

- A team player with high level of dedication
- A self-driven drive for success!
- Excellent communication, organizational and interpersonal skills
- Impeccable multi-tasking abilities
- High proficiency with Microsoft Office programs, including Word, Excel, PowerPoint, and Outlook, with an ability to become familiar with MDLX-specific programs and software.
- Coordinate communications, including taking/screening calls, responding to emails and interfacing with clients.
- Ability to develop and drive /execute sales processes that fit Modelithics' business.
- Maintain an organized filing system of paper and electronic documents.
- Strong business experience
- Understanding of Modelithics products and services and the ability to provide software demonstrations, answer technical questions, help with troubleshooting, etc.

Modelithics is located in beautiful Tampa Bay, FL, and anticipates a competitive salary range that is negotiable, depending on experience and degree level, with benefits that include vacation, health, life, disability, and retirement plans.

Note: U.S. Citizenship or permanent residency is a requirement for this position.

Email your resume and salary requirements to careers@modelithics.com.

Contact Information:

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