

New England Low Vision and Blindness

Job Description: Sales & Operations Assistant

Title: Sales & Operations Assistant
Where: Worcester, MA
When: Hours per week flexible – from part-time to full-time; Monday-Friday

New England Low Vision and Blindness (NELVB) is seeking a Sales & Operations Assistant to join our Low Vision Technology Rehabilitation team.

This position provides the qualified candidate with the ability to be part of a growing team that Brings Hope to people with low vision and who are blind.

In this role, the qualified candidate will have the opportunity to:

- Be a part of a small, family-owned, dynamic team, personally impacting people who are blind or with low vision
- Build long-term relationships with existing and prospective customers to serve present and future needs
- Identify client needs and suggest appropriate products/services
- Follow up consistently on inbound leads assigned to you
- Record and maintain data in our Salesforce CRM platform
- Assist with order processing, quote generation, etc.
- Work with President on scheduling client appointments and follow-up strategy
- Help manage and promote pre-owned equipment sales
- Other responsibilities as required for the success of the business.

BE AN IMPORTANT PART OF
A GROWING COMPANY
CHANGING LIVES!



What should you have:

- Excellent oral and written communication
- Detailed oriented with the ability to pay attention to minute details
- Can successfully work independently and in a team environment
- Self-motivated with the ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative
- Excellent time management skills

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Qualifications:

- 1-3 years of office experience would be great
- Experience in lead generation and sales development
- Experience with Salesforce and QuickBooks Online is preferred but we can train
- Experience using MAC OS, Apple Mail, Apple Calendar, iTunes, and Evernote a plus

Full-Time Compensation:

- Salary commensurate with experience
- Paid holidays
- Paid vacation time
- 50% Health insurance reimbursement
- Matching 401K after 1-year

Part-Time Compensation:

- Hourly commensurate with experience

How to Apply: eMail a cover letter and resume to info@nelowvision.com

About New England Low Vision and Blindness

New England Low Vision and Blindness Low Vision Technology Rehabilitation team is recognized as the industry leader for providing compassionate, knowledgeable, and technology solutions and training to people who are blind or with low vision.

“Growing company making a huge impact changing lives!”

Lack of confidence or experience can sometimes hold us back from applying for a job. But we'll let you in on a secret: there's no such thing as a 'perfect' candidate. New England Low Vision and Blindness is a place where everyone can grow. So whatever background you bring with you please apply if this is a role that would make you excited to come into work every day!