

National Bus Trader, Inc. in Polo, Illinois

They are seeking an enthusiastic individual to fill an immediate opening for an inside Account Executive. This involves telephone and e-mail sales and customer service in an exclusive territory. Working hours are typically 8 a.m. to 3 p.m. Monday through Thursday plus 8 a.m. to noon on Friday. We do not work on weekends and evenings. We may be able to adjust work schedules for those with children in school. You must be able to speak and write good business English. You must be within commuting distance of our office in Polo, Illinois and should have a good attendance record. There are opportunities to increase compensation with commissions and bonuses as well as a possibility for advancement into management.

Responsibilities and Duties:

Learn to be an Account Executive in your own territory.

Become proficient at telephone sales and customer service.

You must be able to use simple computer programs like browser, Word and e-mail.

You must be able to set priorities and make call lists.

Qualifications and Skills:

Must be able to speak and write good business English.

Must be able to use simple computer programs like a browser, Word and e-mail.

Must have a good attendance record.

Marketing/sales education or prior telephone sales or customer service experience is desirable.

Must have a car and live within driving distance of our office in Polo, Illinois.

Benefits:

Get paid while training.

Hours can be set up for applicants with children in school.

Increase in compensation as you become more professional.

Opportunity for advancement into management
Possible travel opportunities to conventions and trade shows.

No weekend or evening hours.

Paid vacation after one year.

Bonuses, commissions and benefits for those who do well.

Please send resume to:

employment@busmag.com