Donnelly Energy

Title: Marketing Assistant

Location: Wayne, NJ

Job Type: Part-time

Compensation Type: Hourly  Wage: $10 plus commission

Start Date: 6/6/2016

Job Description:

We are looking for a dynamic marketing individual who will focus on developing new customers for our Lighting/HVAC Sales Auditors through prospecting, cold calling as well as using strong presentation skills.

Primary Responsibilities:

- Help create and implement lead generation strategy
- Maintain the volume of leads needed to meet goals
- Assist Lead Generation Manager on large initiatives
- Help develop Large Account relationships
- Excellent oral, written and interpersonal skills
- Constant communication and reporting

Qualifications:

- Candidate must be a current undergraduate student in pursuit of a Bachelor’s Degree from an accredited University or College. Preferably with Marketing focus
- Experience with MS Office, including Word, Excel and Outlook
- This role will require daily travel to prospective customers. Having a vehicle is a requirement

Talent and Skills:

- A highly self-motivated, ambitious individual
- Above average communication skills
- A person with a high sense of urgency and a pro-active approach to problem solving
- High energy and action oriented
- A very strong knowledge of basic computer software and practices with an emphasis on Microsoft Excel
- Team player
**Application Instructions:**

Resumes and cover letters should be sent to Diana Meneses at Dmeneses@donnellyenergy.com.

**About the Organization:**

Donnelly Energy designs and installs energy efficiency upgrades for small businesses through the New Jersey Office of Clean Energy Programs.

For more on our company, visit Donnellyenergy.com.