



<b>Job Title:</b>	Marketing & Sales Assistant	<b>Job Category:</b>	Individual Contributor
<b>Department:</b>	Marketing	<b>FLSA:</b>	Non-exempt
<b>Location:</b>	Frisco, TX	<b>Travel Required:</b>	0%
<b>Position Type:</b>	Full-time	<b>Reports To:</b>	Marketing Director

**SUMMARY OF ROLE**

Are your best qualities being helpful, friendly and organized? Then we have a great opportunity for you!

We're looking for an energetic individual to work at our new company headquarters in Frisco, TX. The ideal candidate is detail-oriented and a great multi-tasker. Daily activities include administrative tasks related to marketing processes as well as supporting other internal teams with various projects. Plus, as our office receptionist, you'll be the first point of contact for all office visitors. If you meet the above and have a positive, can-do attitude, apply today!

**ROLE AND RESPONSIBILITIES:**

- Assist sales and marketing team with data entry into Salesforce.com, answering and routing phone and email inquiries, creating lead lists, importing leads and researching lead data.
- Coordinate with events planner on printing and shipping of tradeshow and event materials and capturing of tradeshow and event campaign data in Salesforce.
- Maintain needed quantity of marketing supplies and verify all tradeshow materials are in working order.
- Facilitate internal communication.
- Provide general office support including office shipping needs, ordering and organizing luncheons, and maintaining kitchen and office supplies.
- Provide additional support as requested

**QUALIFICATIONS:**

- BA/BS degree or equivalent work experience.
- Minimum 2 years' administrative experience.
- Solid knowledge of MS Office; bonus knowledge of Salesforce CRM.
- Excellent communicator with the ability to multi-task and adhere to deadlines.
- High attention to detail and an organized, problem solver with a good sense of judgement.

**COMPENSATION AND BENEFITS:**

Lexipol offers a competitive salary with annual bonus, comprehensive benefits package including 401(k) with Company match and paid time off.

For consideration, please email your resume, cover letter with annual earnings expectations to [marketingcareers@lexipol.com](mailto:marketingcareers@lexipol.com)

Lexipol is an Equal Opportunity Employer. Visit us at [www.lexipol.com](http://www.lexipol.com)