



BLACK CREEK INTEGRATED SYSTEMS CORP.



Integrity. Innovation. Quality.

ADMINISTRATIVE ASSISTANT for Sales and Marketing Department

Black Creek Integrated Systems is a leading national supplier of computerized electronic security and inmate management systems for the corrections and public safety industries. Black Creek's technology has evolved as a standard for numerous large correctional agencies and architectural and engineering firms specializing in criminal justice work. As a result of its experience and reputation over its 40+ year history, Black Creek has enjoyed steady growth in what has proven to be a recession-proof industry. For more information, see www.blackcreekisc.com.

Black Creek is seeking an experienced Administrative Assistant for the Sales and Marketing Department. This position supports our Sales and Marketing Team and requires intermediate office skills. Industry experience will be considered during the final candidate selection.

Essential Duties & Responsibilities

- Help identify prospective new customers and facilitate the development of new business relationships through cold calls, networking, e-mails, and other methods
- Interact with potential and existing customers via phone and e-mail
- Create and modify documents using Microsoft Word, Excel, and PowerPoint
- Assist in preparation of sales materials and presentations
- Plan and organize marketing exhibit/trade-show trips and marketing events
- Coordinate travel arrangements
- Maintain sales CRM and marketing database
- Maintain inventory of marketing and sales materials
- Maintain departmental calendar
- Help identify and track potential new projects, including review of bidding requirements, qualifications, and bidding structure
- Assist in preparation of project bid estimates and proposals
- Assist in review of contract documents upon award
- Support sales activities in assigned project-based work
- Follow up with submitted RFI/RFP/RFP responses with FOIL/FOIA requests
- Review all outgoing documents for accuracy and suitability
- Maintain hardcopy and electronic files
- Identify licensing requirements and assist in obtaining necessary licenses
- Other duties as required by Sales & Marketing Team or Office Management

Qualifications

- Minimum of 3 years' experience in an administrative office setting performing complex, highly detailed work under deadlines
- Proficiency with Microsoft Office suite (Excel, Word, Adobe Acrobat, etc.)
- Professional oral and written communication skills
- Time management skills with the ability to be flexible and work on multiple projects simultaneously
- Proven ability to work in a team environment
- Open to learning new skills and a desire to build competencies

- Strong organizational skills
- Strong attention to detail
- Ability to maintain professional composure and appearance
- Experience utilizing OnePage CRM

Education, Certifications, Licenses

- High school diploma required
- Associate or Bachelor Degree in Marketing or Business Administration preferred

Working at Black Creek

In addition to offering competitive compensation, we offer a generous benefit package that includes:

- 401(k) retirement plan
- Vacation/personal time program
- Paid holidays
- Health & dental insurance
- Life insurance
- Long Term Disability insurance
- Tuition reimbursement program
- Work week that allows Friday afternoons off