

Marketing Research Sales & Marketing Assistant – Part-time

Job responsibilities will include: 1) scheduling phone calls and site visits for senior executives, 2) management of direct mail and email campaigns, 3) assistance in lead generation, 4) developing marketing materials, and managing and following-up on new business leads.

The successful candidate will:

- Be interested primarily in telecommuting, but able to attend occasional meetings in our Rockville, MD office
- Have Internet access at home
- Have previous experience as a Sales or Marketing Assistant
- Be comfortable using contact management, word processing, and email software

Originally part of the Centrac family of marketing research companies, founded in 1971, Centrac DC is one of the country's Leading Marketing Research Companies. Our national client base includes a broad spectrum of Fortune 500 and other companies. We offer competitive compensation and benefits packages commensurate with experience. We offer flexible hours – with no nights or weekends.

Respond to:

e-mail resume to: JAdler@centracDC.com *****Strongly Preferred*****

Fax resume to: 301-840-3859

Mail resume to: Jeff Adler, President
Centrac DC, LLC
15200 Shady Grove Road, Suite 350
Rockville, MD 20850-6227

Please note – when you name files for e-mail submissions, the filename must include: your name, the date, and the submission type (either “resume” or “cover letter”). Files not named in this fashion will not be opened.

Visit our web site at <http://www.centracDC.com>