

## **Sales and Administrative Assistant Job Opening**

June 8, 2010

J. Stengel Consulting specializes in providing IT security assessment, remediation, and management services for the healthcare and retail industries. These services help meet compliance obligations as well as protect vital information for our clients.

We are currently looking for a Sales and Marketing Assistant to assist with sales and operations. This person will work from our office in Cornelius, NC. A successful candidate will be professional, punctual, detail oriented, creative, well read, and self motivated. We work in fast changing industry so we have the fortune of always learning new things. We also work with a lot of different clients making it possible to learn about different industries.

### **Specific Duties Include:**

- Scheduling
- Client Relations
- Vendor Relations
- Research Assistance
- Company Communications
- Marketing and Training Event Coordination
- Sales Assistance (Training Provided)
- Purchasing (Training Provided)

### **What We Offer:**

- Health/Dental Insurance
- Life Insurance
- Training
- Vacation Pay
- Professional Work Environment

Please E-mail a letter of interest and a resume to Human Resources at [hr@jstengel.net](mailto:hr@jstengel.net).

***EOE--We do not discriminate on the basis of race, age, gender or sexual preference.***

For additional company information, please visit [www.jstengel.net](http://www.jstengel.net).