

Career Opportunity

Inside Sales Assistant

Haney Business Ventures, Inc. (HBV) is a respected local enterprise with related companies/division in the media, marketing, construction, real estate, security, and transportation industries. Additionally, HBV provides business process outsourcing, investment services, and management consulting to customers in a multitude of industries. Located in Rocklin, CA HBV and its affiliates maintain about 75 employees and contractors. This is a brief advertisement for a potential career opportunity and is not meant to convey all aspects of the opportunity/position, but to simply provide you, the individual, a brief overview. Please read the entire advertisement and follow procedures detailed below if you are interested in applying for this position.

Basic Description

- Rocklin CA based career opportunity focused on general business administration for a collection of related small business entities.
- Assisting our outside sales team by making phone calls and sending follow up emails
- CRM data entry and contact management / administration which requires frequent keying of data along with Internet searching.
- Assist manager with various B2B activities, such as; meeting & event scheduling, organizing records, and phone-based contact.
- Aid departmental personnel, Brand Ambassador, and other management by running errands and fulfilling both scheduled and unscheduled tasks.
- Represent the CDO and other Company officials in-person, electronically, and on the phone with a high level of professionalism.
- Assist staff with planning, organization, and setup of company-related meetings and events.

General Requirements

- High School Diploma and strong abilities as relates to reading/writing comprehension (English) for communication & presentation.
- Preference will be given to candidates with an AA/AS or greater degree in business, marketing, finance, or management.
- At least two (2) year paid working experience in a similar or preparatory position, or with work relevant to this opportunity.
- Proficient with Microsoft Office programs (Word / Excel / PowerPoint) along with strong abilities related to CRM use.
- Maintain valid California Driver's License along with minimum "point" count to be verified upon hire and periodically thereafter.
- Safe, reliable, and legally owned/operated vehicle. This position may require local driving in order to perform related duties.
- Ability to carry boxes/equipment, work under and around desks/furniture, climb/work from ladders, and other moderate physical tasks.
- Detail oriented with solid multi-tasking skills and the ability to maintain high levels of organization.
- Project a consistent level of energy and enthusiasm in a manner that positively represents company whether in-person or on the phone.

**As relates to this position, employee will be required to stay proficient in his/her area of expertise at his/her own time & expense.*

Duration & Hours

- Full-time position with expected +/- 40 hours per week, Mon - Fri from +/- 8:00am to +/- 5:00pm. Overtime may be available/required.
- Expectation is that most work will be conducted around normal business hours. However, schedule flexibility will be required as events, technical issues, and other activities will require participation after hours or on weekends resulting in non-traditional hours/days.
- Meals, rest periods, and personal time, such as for; general health, medical, or family needs will be provided as outlined by law/need.

Benefits

- Employees may be able to accrue certain benefits upon completion of "new" (probationary) period and concurrent full-time work.
- Aside from mandated medical leave, qualified regular (non-new) eligible employees may be able to accrue Paid Time Off ("PTO"). PTO is generally used to cover approved and unpaid leave from the workplace, such as for; vacations, holidays, extended illness, etc.
- Qualified regular (non-new) eligible employees may be able to participate in the Company supported medical plan as available.

Expected Wage

- Wages are paid on an hourly basis with overtime that is regulated by local, state, or Federal wage & hour laws.
- Starting hourly wage for this position ranges \$14.00 - \$16.00 per hour, and is based on education, ability, experience, and skill level.
- Wages may be increased annually for great performance at the sole discretion of ownership and as economic conditions allow.

How to Apply

- Along with a copy of this Job Advertisement, e-mail your resume to Caroline@HaneyBiz.com, or hand-deliver to the HaneyBiz Corporate Offices at **4465 Granite Drive, Suite 700, Rocklin, CA 95677 (Placer County) USA**, inside the Allegiant Giving Center.
- No telephone calls please. Individuals selected for interview will be notified in 30 days. Individuals not selected will NOT be notified.
- If selected for interview, you will be required to download and complete an Application for Employment to be presented at such time.

Haney Business Ventures, Inc. (HBV) is an "at-will" equal opportunity employer and will not discriminate against any employee or applicant, including all classes protected by federal, state, and local laws in an unlawful manner. This non-binding job advertisement is subject to change and/or revocation without notice or cause. This Job Advertisement is designed to briefly outline the position and does not reflect all aspects of HBV employment such as; wages, hours, and benefits, which are all subject to change without cause and/or notice. Additional information can be provided via the Employee Policy Handbook or other Company personnel information. Responding to this advertisement does not guarantee an interview, consideration, offer of employment, or actual placement.