



Nothing wasted. Everything gained.™

Sales and Customer Service Assistant | Waltham, MA | Available Immediately

Job Description

Preserve is seeking an energetic and self-motivated professional to join our team. Working closely with Preserve's sales and customer service teams, the assistant will play a critical role in expanding Preserve's reach and ensuring a high level of service. Based on skills and interests, the assistant will also work on a variety of other projects at the heart of a small, mission-driven business.

The primary responsibilities of this position include:

- Intake and process orders in assigned sales channels in an accurate and timely manner, providing follow up support to customers
- Support the needs of our sales team by managing the creation of new sales collateral, assisting with new account set up, performing pricing analyses and researching new opportunities.
- Offer customer support and coordination for key aspects of our food service business
- After essential on-boarding, introduce Preserve to new accounts and manage a book of business
- Manage and monitor ecommerce accounts including Preserve's online store

Beyond primary responsibilities, the Sales and Customer Service Assistant may work on other projects, including social media support, research activities, and may perform analyses as needed.

Qualifications

- 1+ years of experience in a sales or operations role. Experience in a consumer products company a plus.
- Excellent communication and interpersonal skills, with an aptitude for working both independently and in a team setting
- Excellent organizational skills
- Diligent follow-up, organization and project management abilities
- Proven ability to establish and complete goals
- Interest in and ability to learn new software, including CRM systems

Compensation

This is a full time salaried position with benefits including 50% of healthcare insurance and policies to support quality of life (e.g., paid community service days, generous holiday schedule, access to public transportation). The salary is commensurate with experience for an entry level role (typically someone in the first 5 years of their career).

Culture

We are a company with an entrepreneurial spirit. We take action and believe strongly in calculated risks. We aim to take our work seriously, but also to laugh at ourselves. Underlying all that we do is a respect for each other and an acknowledgement that it is our unique experiences and perspectives that make us a stronger team. We are flexible but accountable. We work hard and play as often as we can, sharing potlucks, birthdays, and tossing a Frisbee after an outdoor meeting.

The people we would like to work with are:

- Team players with a positive, eager to get-it-done attitude

- Interested in working for a small company with an entrepreneurial spirit
- Self-motivated with an ability to balance multiple projects
- Committed to socially and environmentally responsible business practices
- Passionate about the Preserve brand and working towards our goal of bringing Preserve products and mission to millions of new households.

Application

- Please apply via our B Work portal: <https://www.fitzii.com/apply/31123?s=c3>
- Please include a cover letter detailing why you are the right fit for this role
- Please include your first and last name in each document's file name e.g., Jane.Smith.resume.pdf and Jane.Smith.cover.doc)
- No phone calls please.

About Preserve

Preserve is a leading sustainable consumer goods company and producer of stylish eco-friendly household products including a full line of kitchen products, tableware, and personal care products, using 100% recycled plastic and plant-based compostable materials. Through innovations in recycled and plant-based compostable materials and sustainable design, Preserve has been creating more resourceful ways to make everyday products since 1996. The company is powered by the recycling efforts of individuals and companies via its Preserve Gimme 5 program. This program accepts #5 plastics such as yogurt cups and other common household containers and transforms them into new products. All of Preserve's recycling and manufacturing is done in the United States. Preserve pioneers partnerships with premier product design, manufacturing, and sales and marketing firms to bring together thought leaders and drive industry change. Preserve empowers people to make everyday choices that are better for the earth while offering real solutions without compromise. Preserve products can be found at retailers such as Whole Foods Market and a variety of grocery and natural food stores. Preserve is a Certified B Corporation. Visit us online at <http://www.preserve.eco>