



Part-Time Sales and Customer Service Associate | 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 operations teams, the associate will play a critical role in expanding Preserve's reach and ensuring a high level of service. Based on skills and interests, the associate 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:

- Support the needs of our sales team by managing incoming inquiries and leads in Salesforce, managing the creation of new sales collateral, assisting with new account set up, performing pricing analyses and researching new opportunities
- Intake and process orders in assigned sales channels in an accurate and timely manner, providing follow up support to customers
- Offer customer support and coordination for key aspects of our food service and retail business
- Provide support for key ecommerce accounts, including Amazon and Preserve's online store

Beyond primary responsibilities, the Sales and Customer Service Associate may work on other projects, including social media support and research, and may perform analyses as needed. There will also be opportunities for near-term advancement, with a goal to take on a greater sales role. This position has the potential to move to full time after 3 months if mutually agreed.

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 and pride in accuracy and attention to detail
- 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 50% time salaried position with benefits to support quality of life (e.g., paid community service days, scheduling flexibility, generous holiday schedule, access to subsidized public transportation). Full-time Salary range: \$40-\$50K (will be pro-rated to 50% time.)

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. We seek to enable our team members to reach into new areas of interest and responsibilities.

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 at <https://www.fitzii.com/apply/75415?s=c3>
- In addition to your resume, please include a cover letter detailing why you are the right fit for this role (you may need to create one pdf document which includes both a resume and cover letter.)
- 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, a certified B Corporation, is a leading sustainable consumer goods company that produces stylish, eco-friendly household products, as well as products for food service. Preserve's business model is centered on mitigating the environmental impact of consumer products by producing products that require lower carbon emissions, lead to less consumption and waste, and protect the oceans. Using proprietary sourcing, recycling, and manufacturing systems, Preserve has developed the ability to make well designed, sustainable consumer products out of recycled materials, plant-based bioplastics and ocean diverted plastics. The company is helping to create an ethos of reuse, recycling, and composting in a sector that is responsible for more than 25% of total U.S. emissions. Preserve's products can be found in more than 7,000 retail and food service locations across the US including Whole Foods Market and Trader Joe's. Learn more about Preserve at www.preserve.eco

Preserve is located in Waltham, MA and is easily accessible from public transportation.