

Taltis Foods Inc.

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WHO WE ARE

We are a close-knit diverse team with a passion for African cuisine and a mission to inspire and spread more cultural diversity through food. Taltis Foods brings unique African products proudly made in Canada. Our Cooking Sauces allow "food adventurers" to quickly prepare various African foods in the comfort of their homes and save much time. See more of how we started: <https://www.taltisfoods.com/pages/our-story>

Joining our adventure to bring more food diversity to Canada and North America!

Positions	Retribution \$/Hr	Duration
1) Account Management	16 \$/Hr	Part-time (20Hrs/Wk)
2) Admin. Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
3) Digital Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)
4) Social Media Mg Assist 1	16 \$/Hr	Part-time (20Hrs/Wk)
5) Marketing Assistant	16 \$/Hr	Part-time (20Hrs/Wk)

ACCOUNT MANAGER ASSISTANT

JOB DESCRIPTION

The ideal candidate is a highly organized self-starter with strong interpersonal skills capable of working cross-functionally on business account management and sales plan projects. You will be assisting with building existing business relationships, discovering and building new business relationships, and sales projection, planning, and reporting. You will need to display versatility in order to handle ad-hoc projects as assigned. Our entrepreneurial culture is built on continuous learning and growing together. If that sounds like you, come join our team!

RESPONSIBILITIES

- Assist in managing and growing existing accounts and use sales experience to prospect and develop new business
- Work with the team to achieve or exceed agreed-upon sales targets and outcomes within the schedule
- Meet with clients as needed to assess needs and act as liaison to provide product recommendations and campaign strategies
- Track and follow up on sales prospects with the goal of making a sale
- Work with other team members to support brand and product awareness
- Research market needs and trends and discover sales-driven marketing opportunities

QUALIFICATION

- Comfortable working in Google Space and Microsoft Office suite (Outlook, Excel, Word, PowerPoint, etc.)
- Comfortable with copywriting for brand and campaign purposes
- Comfortable working with e-commerce platforms
- Nice To Have: interest in the food & beverage industry, marketing, brand, or e-commerce