



POSITION: SALES ASSISTANT – LAFAYETTE

LANTEC Corporate Training Center, a leader in the corporate training/professional development industry, is looking for an energetic, dependable, punctual, and detail-oriented individual who enjoys being part of a team and takes pride in their career, to join our fast-paced **Lafayette location** as a **Sales Assistant** to provide clerical support for our Sales Department. The right candidate will be a detail-oriented critical thinker who is especially strong in MS Excel. Founded in 1999, LANtec has experienced continuous growth and market share over the years. Today, we have three Louisiana-based training centers and service both local businesses and federal government clients nationwide. You can learn more about LANTEC and its services by visiting: www.lantecctc.com.

Essential Duties/Responsibilities

- General administrative and clerical support
- Respond to caller, client, and student inquiries
- Follow directions as directed by Account Executives
- Using client and/or student databases, provide sales support to Account Executives with current client data
- Assist in maintaining sales records in ACT and student database
- Serve as backup support for administrative staff when required
- Reliable transportation for local errands
- Additional duties as assigned

Competencies

- Organizational Support
- Planning/Organizing
- Problem-Solving
- Professionalism
- Detail Oriented
- Strategic Thinking
- Time & Task Manager
- Dependability

Education and/or Experience

- High school diploma or general equivalency diploma (GED) required
- Some college preferred
- 2 – 4 years of relevant work experience
- Proficient computer skills (Microsoft Office: Excel, Word, Outlook)

PAY/BENEFITS:

The compensation range for this position is \$30K - \$36K/annually DOE. We also offer our full-time employees competitive benefits including medical, vision, dental, life, AFLAC supplemental insurance, paid holidays and personal days, a retirement savings plan, and a week off between Christmas & New Year's holidays.

APPLY NOW FOR IMMEDIATE CONSIDERATION:

Please apply online via <http://www.lantecctc.com/contacts/careers>. Applications lacking a cover letter WILL NOT be considered. *Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.*