

# **BOLLINGER MOTORS**

## **Sales Associate**

Bollinger Motors is looking for a full-time Sales Associate. This position will work closely with the Sales Director and Commercial Sales Director. Job duties to be performed in the Detroit, MI area. Compensation based on experience and abilities.

## **Essential Duties & Responsibilities**

- Administrative support to Sales Director
  - Reservations tracking and reporting
  - Manage inventory of sales assets and collateral materials
- Administrative support to Commercial Sales Director
  - Support commercial sales team on outreach to potential customers
  - Materials and content support for customer communications
  - Market research support
- Sales Marketing Support
  - Data analytics management including sales attribution data
  - Marketing Event and logistics support
- Customer service
  - Transaction management (deposits / refunds)
  - Payment processing coordination with finance team
  - Communications management
- General sales inquiries from website and other sources
- Follow up and surveys from events and other activations

## **Education, Skills and Knowledge**

- Customer-facing sales experience preferred (minimum 1 year)
- General auto industry knowledge and EVs preferred
- Proficient in Microsoft Office applications
- Experience with CRM programs
- Experience with website backend applications
- Knowledge of State and Federal programs for EVs preferred

Email resume to [careers@bollingermotors.com](mailto:careers@bollingermotors.com)

**ALL APPLICANTS MUST BE AUTHORIZED TO WORK IN THE UNITED STATES**

**14925 W 11 MILE ROAD, OAK PARK, MI 48237**