



Sales Associate

Bollinger Motors is looking for a full-time Sales Associate to support ongoing commercial sales and marketing efforts of the company's sales department. This position reports to the Sales Director and is an in-person role at the company's Oak Park, MI headquarters.

Essential Duties & Responsibilities

- Support commercial sales team on outreach to potential customers, including meeting preparation and presenting information on company products.
- Provide administrative support to the sales team, including managing reservations tracking and reporting, inventory of sales assets, and collateral materials
- Provide sales marketing support, including data analytics management and marketing event and logistics support
- Manage ongoing sales communications such as general sales inquiries from the website, surveys from events, and other activations.
- Coordinate with the finance team to manage payment processing, department invoices, and other expense-related needs.

Education, Skills and Knowledge

- Associates degree in related field
- 2+ years customer-facing sales experience
- General auto industry knowledge and EVs preferred
- Proficient in Microsoft Office applications
- Experience with CRM programs
- Experience with website backend applications preferred
- Knowledge of state and federal programs for EVs preferred

Email resume to careers@bollingermotors.com

ALL APPLICANTS MUST BE AUTHORIZED TO WORK IN THE UNITED STATES

BOLLINGER MOTORS

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