

Abraham Associates seeks Metro Chicago-based Commission Sales Representative

5120a Cedar Lake Road, Minneapolis, MN 55416

Position: Full-Time

Starts: October 1, 2017

Reports To: Group principals

Employment Status: Full Time

Location: Chicago, IL (open to discussion)

Abraham Associates, Inc. is seeking a full-time sales representative.

Essential job responsibilities include:

- Sell to bookstore, museum, and wholesale accounts
- Work closely with Abraham Associates' client publishers and our customer booksellers
- Regular travel to accounts, sales conferences, and trade shows
- Help develop and maintain seasonal sales kits of publisher-provided materials
- Create, edit, and share Edelweiss markups and catalog notations with buyers
- Process orders and manage customer service issues within the specifications of a variety of publishers/vendors with unique requirements
- Build relationships with individual booksellers around the territory
- Work with the group in establishing new accounts to increase sales
- Read widely – among our own publishers' works and across the industry

Essential job skills include:

- Team communication skills: share seasonal progress, reading favorites, operational concerns, store and buyer feedback, publisher communications
- Responsible office skills: provide accurate & timely expense and sales reporting
- Social media skills: promote our group's work, and our publisher and booksellers via Facebook, Twitter, Instagram, and our own web site
- Advanced organizational skills: a detail-oriented mindset, an ability to schedule own appointments, travel planning, hotel booking, order processing, inbox management

Physical job requirements include:

- Flexible work times and hours, including occasional weekends
- Occasional lifting requirement of up to 40 pounds
- Ability to remain in a stationary position for extended periods - travel to and from meetings, during meetings
- Repetitive wrist & finger manipulation, due to high concentration of computer work
- Occasional standing, bending, twisting, stretching, crouching, reaching, and grasping

The ideal candidate will be/possess:

- A creative self-starter with a minimum of two years of experience in bookstores and/or publishing
- Bachelor's degree preferred
- Valid driver's license and car insurance
- Organized and detail oriented
- Strong customer service skills
- Excellent written and interpersonal communication skills
- Proficient with all MS Office programs and Google Office suite
- Prior experience with FileMaker is a plus
- Prior experience with Edelweiss/Above The Treeline is a plus
- Ability to manage multiple projects efficiently
- Ability to work within a budget
- Perform other duties as assigned

This job description is not intended to be an exhaustive list of responsibilities, duties, and skills required. Changes to our business frequently result in changes to our job descriptions.

Due date for resumes: August 18, 2017

Interested and qualified candidates should submit their cover letter and resume to John Mesjak at john@abrahamassociatesinc.com. No phone calls, please.