

**Company Overview:**

Monkeybrains offers wireless Internet to residents and businesses throughout San Francisco. Our mission is to provide affordable Internet throughout San Francisco and beyond! Achieving this rests on our ability to attract and grow a team of world-class people. Monkeybrains offers competitive rates and full benefits.

Position: Sales/Marketing Associate

Monkeybrains is seeking an organized and detail-oriented, people person! The Sales/Marketing Associate will assist us in bringing on new customers, increasing subscribership within our on-net buildings and maintaining communication with existing accounts.

Duties Include:

- Planning in-building events to promote our service
- Generating marketing materials for distribution at on-net buildings
- Assisting with managing the incoming sales queue (phone and email) maintaining a 24 hour response window
- Scheduling client services including on-site surveys and installations
- Assisting with putting together building proposals and access agreements
- Working with Field Technicians and Network Engineers to clarify project details

Skill and Knowledge Qualifications:

- Experience scheduling multi-tiered services in a high volume environment
- Professional etiquette; including the ability to speak and write clearly and professionally
- Experience planning events and interfacing with the general public
- Demonstrated proficiency in typing and grammar
- Knowledge of relevant computer applications and equipment
- Knowledge of customer service principles and practices
- Multi-tasking capabilities

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