



JOB OPPORTUNITY – SALES AND PR ASSISTANT

We are currently looking for a Sales and PR Assistant to our office in Houston, Texas. Do you have a great passion for PR, sales and marketing, combined with outstanding communication skills? Then you have a unique opportunity to be our new colleague. We are a dedicated team across borders, where cooperation is the keyword. You will be our external voice in a variety of exciting sales and marketing tasks for our business divisions Garia Golf & Leisure Cars and Garia Utility. You will be reporting to our V.P. of Sales for North America and Mexico.

ABOUT GARIA

Garia is a Danish company, which develops, produces and sells Golf and Utility Vehicles. The vehicles are developed and produced in Denmark, and are sold worldwide.

MAIN TASKS AND RESPONSIBILITIES

For a new project, Garia is looking to hire a Sales and PR Assistant who will be responsible for all enquiries from potential customers, dealers and media. After a thorough training, the applicant shall be able to answer most enquiries self-supported. Enquiries will come by phone call or by e-mail. Sales leads shall be documented and transferred to the sales department.

As a secondary assignment, your tasks will be to support the sales and marketing department.

PROFESSIONAL SKILLS

- You are a fluent speaker of English and Spanish. More language skills will benefit your application
- Clear voice for tele-communication
- Previous experience with PR, sales and marketing

PERSONAL SKILLS

- You have an outgoing personality, team-oriented and have the ability to create strong relationships
- You have a hands-on approach and used to work with deadlines
- You thrive in a developing organization where the pace is high and every day brings new and exciting challenges
- It is an advantage if you have interest in golf and cars

YOU WILL BE A PART OF

- An international working team with professional and passionate colleagues
- A company in growth, with new projects in the pipeline
- A working day dominated by variety, challenges and responsibilities

APPLICATION

Please send your application, resume and references as soon as possible to career@garia.com – in subject line please write “Application: Sales and PR Assistant-US”. Applications are reviewed continually, with employment as soon as the right candidate is found.

CONTACT

If you have any questions about this job you are welcome to contact Joey Panozzo, our V.P. of Sales for North America and Mexico by phone at (281) 923 0291 or by mail at jpa@garia.com.