



Sales Support Administrator

Location: Missoula, MT

Blackfoot, an innovative communications, broadband & IT solutions provider, is seeking a motivated Sales Support Administrator. Responsibilities include supporting the sales team with quotes, data entry, scheduling/coordinating meetings, and sales opportunities. This is a fast, high volume position where accuracy, quick thinking, and superior customer service are essential to success. Must be very comfortable mastering new computer software, have strong Excel, Word and Outlook skills.

Successful candidate should have at least:

- Associates degree in business/sales/marketing or related
- 1+ year (depending on experience) in business/sales/support in a fast, multi-tasking position
- Genuine interest and understanding of technology

Submit a cover letter, resume and Application of Employment on blackfoot.com Open Until Filled. EOE