

# Job Profile

<b>Job Profile Name:</b>	Sales Assistant C
<b>Job Code:</b>	CADC-00011
<b>Employee Group:</b>	AMUSE Casual

## Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

## Typical Functions:

1. Organizes individuals as well as events such as focus groups.
2. Performs specific expense analysis via bookkeeping and expense claims. Creates reports and assists with marketing.
3. Creates various marketing related material.
4. Creates and maintains social media content.
5. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Sales Assistant level "A" and/or "B" in addition to the above listed functions.

## Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work