Job Profile

Job Profile Name:	Sales Assistant B
Job Code:	CADB-00016
Employee Group:	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 moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

- 1. Greets clients and answers general inquiries with a positive attitude. This includes detailed information regarding programs and services offered. Some inquires may require further research into the topic.
- 2. Assists with web-based content.

 For example, incumbents may be asked to es Assistant level "A" tasks in addition to the above listed

n and Experience:

year of relevant experience in the field of work