

**Koa Consulting LLC**  
1266 Kamehameha Ave.  
Hilo, Hawaii 96720  
(808) 930-4584  
[www.KoaConsulting.com](http://www.KoaConsulting.com)

## Employment Opportunity

### Technical Sales/Project Manager - part time

This position involves communicating with new and existing clients as well as managing ongoing projects. Capturing new sales as well as repeat business will be a big focus of this position. The ideal candidate will have been a Hawaii resident long enough to understand local business ethics and responsibilities.

This position requires someone with strong analytical and communication skills. It offers the ability to learn a great deal in the realm of Graphic Design, Web Design, and Marketing, and the option for the employee to define their future role in other areas of our business.

### Job Description:

- Generate new sales
- Follow up on client referrals and leads
- Maintain a relationship with existing clients to ensure their needs are met
- Build awareness of our complete line of product offerings to new and existing clients
- Prepare quotes and proposals for clients as needed
- Work with staff to ensure project specifications are known and deadlines are met
- Assist staff in developing marketing materials and strategy
- Refining the Koa Consulting marketing materials so they are most effective
- Assist in the creation of our email newsletter blasts
- Maintain our database of current and past clients for marketing purposes
- Update and maintain aspects of Koa Consulting website: news, recent clients, finished projects, etc
- Train staff as needed for any of the above tasks

Koa Consulting realizes that in time every employee may realize their specific areas of expertise. With this in mind we will work with you to be flexible and allow you to grow in a way that benefits everyone involved.

### Hours and Schedule:

The ideal employee would come into the office and work 3-5 hours a day for a maximum of 20 hours per week. Once the employee is trained and understands their requirements, there will be flexibility with hours and possibly the option to work from home. Hours may increase as our business grows and need demands.

### Pay Rate:

Pay will be \$10/hour to start with a 4-week trial period. If it seems to be a good fit for both parties, pay will increase to \$12/hour plus commissions of 10-20% of each sale made. If the applicant is eager to accept new tasks and shows the initiative to learn and is a self-motivator, pay rates can go up significantly in time.

### To Apply:

November 14, 2008

**TECHNICAL SALES PROJECT MANAGER EMPLOYMENT POSITION**

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Please respond by calling our office in Hilo at (808) 930-4584 or email us at [employment@koaconsulting.com](mailto:employment@koaconsulting.com). We will schedule an initial phone interview or an office meeting.