



**POSITION:** SALES, MARKETING, AND CUSTOMER SERVICE

**TITLE:** ACCOUNTS AND MARKETING SUPERVISOR

**COMPANY DESCRIPTION:** *recycOil* is Colorado's premier used cooking oil recycling service. We're committed to recycling 100% of the oil we collect into high quality, domestically-produced biodiesel. *recycOil* believes in creating economic, social, and environmental value by "closing the loop" for regional and local food, fuel, and waste. This is an excellent opportunity to join a high growth, local, and innovative company located in the heart of Boulder, CO. *recycOil* is looking for a motivated, forward thinking individual to join our team as an Accounts and Marketing Supervisor.

**RESPONSIBILITIES INCLUDE:**

- Selling *recycOil* used cooking oil recycling service
- Developing new customer relationships as well as strengthening existing customer relationships
- Refine existing sales and development strategy
- Expected 100-150 cold calls per day on sales days (2-3 days a week)
- Administrative duties related to sales, marketing, and customer service
- Assist in developing marketing materials such as e-Newsletters, postcards, company literature, etc.
- Assist in marketing efforts such as events, social media, etc.
- Interact with trade associations such as Colorado Chefs Association, Colorado Restaurant Association, etc.
- Generate sales leads for SOURCE Local Foods, our farm-to-table food distribution service
- Other Office Administration duties, such as answering phones and filing

**REQUIREMENTS:**

- Strong verbal and written communication as well as customer service skills
- Ability to work with dynamic team in high-speed / high-growth environment
- Must be reliable, organized, and detail oriented
- Excellent computer skills are a must, including MS Excel, Word, PowerPoint, as well as advanced internet & email capabilities
- Previous sales experience preferred
- Restaurant experience preferred

**POSITION TYPE:** Full Time, Monday – Friday

**COMPENSATION:** Competitive salary, commissions and full benefits

Please send a resume and references to [service@recycOil.com](mailto:service@recycOil.com).