



Job Title: Entry-Level Sales Associate (Part-Time)

Company: Amber Solvents

Location: Bensenville, IL / Hybrid

Hours: 20 hours per week

Compensation: \$20/HR + Commission

Start Date: Immediate

About Us

Amber Solvents is a minority-certified company with over 18 years of experience in chemical recycling, janitorial chemical manufacturing, and sustainable packaging solutions. We proudly serve public agencies, commercial buildings, schools, and institutions across the region. Our janitorial product line includes high-performance, environmentally responsible cleaning chemicals designed for both efficiency and safety.

Position Summary

We are looking for a motivated and customer-oriented Entry-Level Sales Associate to help grow our janitorial products division. In this hybrid role, you'll assist in identifying leads, reaching out to potential clients, and supporting the sales process from start to finish. This is a great opportunity for someone interested in sales, customer service, and working with a mission-driven company.

Key Responsibilities

- Identify and research prospective clients such as property managers, school districts, cleaning contractors, and facility managers
- Conduct outreach via email, phone, and LinkedIn to introduce our janitorial product offerings
- Assist with quotes, proposals, and follow-ups to convert leads into customers
- Maintain accurate records in our CRM system
- Participate in team meetings and occasional in-person site visits or events
- Understand and effectively communicate the features of our products

Qualifications

- Strong communication and interpersonal skills
- Interest in sales, customer engagement, or facility management industries
- Self-motivated and organized with the ability to work independently
- Basic proficiency with Microsoft Office and Google Workspace (CRM training provided)



- Prior sales or customer service experience is a plus, but not required
- High school diploma or equivalent required; College Degree preferred

What We Offer

- Flexible 20-hour work week
- Hybrid work setup (remote with occasional in-person meetings)
- Commission incentives based on performance
- Opportunity to learn and grow in a niche industry with long-term demand

To Apply:

Send your resume and a brief cover letter to info@ambersolvents.com with the subject line: *Entry-Level Sales Associate Application – [Your Name]*.