SALES ADMINISTRATIVE ASSISTANT

Job Description:

**Sales administrative assistants** provide support to the management team within a company's sales department. A sales administrative assistant works with sales department management to provide office support to field representatives. They are commonly responsible for performing clerical duties like completing expense reports or sales proposals, and carrying out administrative tasks such as coordinating meetings and office communications.

Job Responsibilities:

* Carries out tasks as directed by sales team
* Assists in creating, printing, and filing contracts
* Helps respond to leads
* Books and coordinates small catering events.
* Meets and greets with clients.
* Types all correspondence, reports, and contracts
* Maintains and organizes files, work areas, and office equipment.
* Assists the sales staff by professionally directing the flow of information and traffic in the office including phone calls, appointments, and inquiries
* Maintains a filing and record system
* Interacts on a daily basis with the office in support of the Director of Sales.
* Orders all supplies to maintain office efficiency.
* When required, keep minutes for the sales department meetings and distribute them to the proper areas.
* Coordinates/creates special reports and projects when necessary and as assigned by the Director of Sales and Marketing.
* Performs special assignments when necessary.
* Assists in the Service Recovery process by proactively resolving guest issues and notifying the supervisor on duty immediately.
* Performs all other related duties as assigned by the Director of Sales and Marketing.

Job Qualifications:

* Associates in administration, retail management, or related field
* Bachelors in administration, retail management, or related field preferred
* Experience as a sales administrative assistant

Opportunities as a sales administrative assistant or are available for applicants without experience in which more than one a sales administrative assistant is needed in an area such that an experienced a sales administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Awareness of the sales and the retail market