

Sales Administrator

Oversee the administration and operational activities of the corporate-wide sales function.

Job Description:

- Provide specialized assistance to internal sales personnel and customers by acting upon a variety of requests.
- Responsible for communicating with design engineering team to provide technical and pricing proposals to sales personnel and ensuring a seamless flow of information
- Assist in the creation and management of sales forecasts, implement and maintain the CRM sales automation tools.
- Ensure that all customer orders follow company policy and procedure.
- Responsible for providing assistance to internal sales personnel and customers with discovery document assistance, proposal development, sample requests and pricing related projects.
- Create and generate reports and develop presentations for sales meetings.
- Assist in generation of reports and sales presentations to be used internally and for customer use.
- Manage customer samples and application study process.
- Coordinate communication of all customer related issues to the sales team.
- Work with internal cross functional partners (marketing, engineering, service and supply chain) to ensure responsiveness to customer requests.
- Interface between internal sales and customer which will require requesting sample products for application studies, following up on sales calls, CRM system maintenance and report generation.
- Track customer sales by division and provide analysis for the purposes of forecasting, trending, presentations and other Sales reports.
- Additional clerical and administrative tasks, as required, including but not limited to: preparing sales materials, contacting customers, preparing mailings and email blasts.
- Attend trade shows as scheduled
- Travel is approximately 25%.

Essential Skills:

- Bachelor's Degree
- At least 2 years of experience in a sales administration role.
- Proficiency in MS Office Suite of Tools.
- Must have very strong verbal and written communication skills.
- Must have excellent time management and organizational skills.
- Positive attitude and ability to work in a team environment.
- Flexible and able to work under pressure in an evolving, fast-paced environment.



- Ability to accept change and adapt to new policies and procedures.
- Must be highly organized and self motivated.
- Legally authorized to work in the US and able to successfully pass a complete background check and drug test.

Non-essential Skills:

- Experience working with CRM/sales automation tool
- Familiarity with a variety of field sales' concepts, practices and procedures.
- Proven customer service skills