



Sales Administrative Assistant 1

Job summary

The [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) provides administrative support to market leadership and sales, supporting large departments with the majority of duties being high-level administrative tasks which may include: planning/coordination of large events, meetings or conferences, complex project work, ordering materials and collaterals, and various sales support functions. Work requires initiative and judgment in making decisions and knowledge of department and company policies and procedures. Typically supports the sales team and mid to upper-level managers.

Responsibilities

Plan and coordinate events, education, and meeting conferences

Order materials and/or collaterals

Create, copy, print, edit, and bind business-related materials including PowerPoint presentations and Word documents

Create, edit, and distribute correspondence, mass mailings

Pull, format, and distribute customer financial reporting

Use Excel to combine and consolidate files for ad hoc reporting

Coordinate Sales projects

Process expense reports and complete business travel arrangements for management and GAA only

Facilitate the preparation of presentations, proposal documents, and binders in response to prospective and renewal proposals

Complete Custom Point open enrollment kit orders.

Complete Cigna Tree of Life orders and track/maintain inventory as necessary

Perform office management duties – mail, phones, security, facilities, parking, ordering office supplies, equipment servicing/maintenance, etc.

Process external client and vendor expenses and reimbursements

Attend and support external market events as needed.

Manage local event ticket distribution with the Sales team

Process charitable sponsorships

Coordinate Broker of Record changes with Producer Commissions utilizing the Salesforce.com process.

Perform additional sales administrative responsibilities at the discretion of local market management

Requirements

Bachelor's Degree desirable or equivalent work expertise

Prior Administrative experience highly preferred



Expert PowerPoint and Excel skills

Ability to prioritize and manage multiple tasks is required

Flexibility to adapt to changing workflows

Ability to work in a fast-paced, deadline-driven environment

Ability to work independently and as a member of a team

Sales Administrative Assistant 2

Job summary

The [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) must be a highly motivated individual who is eager and ready to accept additional responsibilities when needed. This position is primarily responsible for providing administrative support to a team of Sales Managers. The ideal candidate has a friendly demeanor, the ability to learn new computer programs, and can multi-task and complete projects promptly. This person should demonstrate exceptional customer service and problem-solving skills. [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) candidates should have the confidence and skill from prior work experience to work and communicate directly with both potential clients as well as internal colleagues.

Responsibilities

Maintain calendars/meeting schedules and travel plans for Sales staff

Effective direct verbal communication with group and transient clients

Produce precisely written meeting proposals, correspondence, and contractual agreements

Proactive client assistance and internal communication with colleagues

Ability to accurately and effectively execute responsibilities within a fast-paced environment consistently

A positive, outgoing, team-oriented, and service-focused character

Requirements

Proven ability to handle a large workload in a fast-paced environment

Excellent organizational skills

Refined verbal and written communication skills

Proficient knowledge of Microsoft Word, Excel, and PowerPoint

Previous administrative/sales experience preferred

Sales Administrative Assistant 3

Job summary



The [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) works closely with our Controller and Accounting Department to ensure an adequate and current supply of all required contracts and paperwork needed for the completion and finalization of car deals.

Responsibilities

Responsible for all paperwork involved with the sale of the vehicle: securing payoff and insurance information.

Works closely with management to keep the facility within compliance, including but not limited to; floorplan auditors during inspections, NH title applications, and federal, state, and local regulations that affect the new and used-vehicle and finance departments.

Generates additional income through the sales of vehicle service contracts and maintenance plans.

Supervises and trains designated backup to ensure continued efficiency and profitability in the Sales & Finance Administrator's absence.

Requirements

Attention to detail

Ability to work independently and in a team environment

Comfortable with fast-paced work environment

High School Diploma or General Education degree (GED)

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Job summary

In this [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) role, you'll provide administrative support to the GM and management of a department/function. Facilitate projects/programs as assigned. Administer departmental budget, under the direction of the AVP. Facilitate planning and delivery of various programs and tools.

Success in this role will require an understanding of business priorities, a desire to take initiative, and a knack for creating efficient processes with attention to detail. In addition, you'll be able to add value through your ability to quickly adjust and change within a fast-paced environment, and you'll effectively communicate with the right people at the right times.

Responsibilities

Prepare correspondences via email and memos to ensure communications with Sales Managers and branch personnel

Retrieve and process all mail

Prepare all Expense Reports for the General Manager; documenting these reports for future reference

Process all Expense Reports for General Manager by obtaining the necessary signature and forwarding them to Accounts Payable; documenting these reports for future reference



Process all Surgeon Education Grant Requests for Sales Reps by obtaining the necessary signature and forwarding them to Accounts Payable; documenting these reports for future reference

Process all Instrument Request Forms for the Branch by obtaining the necessary signature and returning the document to the Branch

Coordinate and book all travel arrangements for General Manager and others as needed including annual meetings: NSM, AAOS, etc.

Organize and file all hard copies of documents and product information for future reference

Prepare the Monthly Sales Team Report every month by collecting and collaborating information from the Branch

Prepare Monthly Percentage Growth Reports by collecting and collaborating information from Sales Operations

Order or copy articles for distribution to General Manager, Sales Managers, and/or Sales Reps

Participate in training of newly released web-based systems

Manage updates to the sales rep and management contact information

Plan annual meetings

Implement and manage project ideas conceptualized by General Manager

Requirements

High school diploma is required

Associates' degree is highly desirable

Proficiency using Microsoft Office suite technology, including Word, Excel, and PowerPoint.

Prefer training in Access or other complex data management programs/system.

Power BI is highly desirable

Experience in Oracle or SAP is a plus

Prefer experience in a corporate environment and the specific department (sales) to be supported

Ability to provide administrative support to departmental executives and executives across the division

Prefer demonstrated proficiency in departmental system navigation and report writing, where applicable.

Ability to take initiative, learn new concepts/processes, and improve current processes

Ability to provide a rapid, accurate response to confidential/sensitive requests and to routinely handle confidential information

Ability to prioritize multiple simultaneous deliverables and work in a demanding environment

Demonstrated interpersonal, oral and written communication skills; be detail oriented

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Job summary



The position of [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) undertakes administrative job duties as it pertains to the sales department. Logging all quotes, requesting quotes, and customer follow-up.

Responsibilities

Logs all quotes and updates information as required

Checks stock in the system for sales personnel

Requests physical stock checks as required based on order requirements

Requests shop quotes and follows up to ensure they are returned promptly

Follow-ups when customers need expedited information, documentation, or other clerical requests

Provides any necessary data or reports to the sales team

Assists with any customer complaints and resolves the issues as necessary

Track and provide updates on supplier purchase orders generated by the sales department

Requirements

High School Diploma

Prior Experience in Similar Job

Knows industrial bolting, fastener, and gaskets/seals

Decision Making

Basic Math Skills

Problem solving/Analysis

Process and Results Driven

Customer Sensitivity

Records accuracy and organization

Clear oral and written skills

Common sense

Professionalism

Customer relations

Reporting skills

Time management

Sense of urgency

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Job summary



We are looking for a Sales Administrative Assistant. The ideal candidate will bring energetic, enthusiastic, and skillful support to both companies for consistent, profitable revenue growth. Our brand-building, sign-making Organizations value employees that have a creative, energetic, proactive, and motivated approach to their thinking and daily actions.

Responsibilities

Assisting President with current strategies for finding and winning new business on a national and international level.

Collaborate with President to coordinate company-wide activities and procedures.

Assisting President to oversee and support growing Sales Team.

Developing and deploying daily objectives, strategies, and action plans to improve short and long-term company goals.

Assist the Sales Team with lead generation, qualifying opportunities, and lead management.

Maintain and organize CRM/ERP database – updated every week.

Assist team with cost-effective travel arrangements, logistics, trade shows, and event planning.

Support Sales Team with client management, mailing sample kits to new prospects.

Ordering company literature and marketing materials for Sales Team.

Assist with follow-up communications.

Requirements

Has a positive, team-oriented, “whatever-it-takes” attitude, in all internal and external interactions.

Proficient knowledge in Microsoft Office Suite; Word, PowerPoint, Excel, and Outlook

Problem-solving and solution, mindset.

Keen attention to detail.

Motivated to exceed goals.

Able to work in a team setting to accomplish tasks.

Thrives off constructive feedback.

CSI / Construction specification and blueprint reading knowledge is very helpful, but not required.

Construction processes, language, and industry experience are very helpful, but not required.

Graphics knowledge is very helpful, but not required.

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Job summary

The [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) builds and maintains effective relationships with stakeholders to minimize process gaps. Must be a team player committed to actively participating in continuous improvement of department policies and procedures. The [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) exceeds all expectations of the [Sales Administrative Assistant](#)



[href="https://100hires.com/sales-administrative-assistant-job-description.html">Sales Administrative Assistant II.](https://100hires.com/sales-administrative-assistant-job-description.html)

Responsibilities

Proactively identifies opportunities for sales process improvement. Assists sales management in understanding process bottlenecks and inconsistencies; works closely to analyze sales business processes and prioritizes opportunities for improvement.

Plans and executes projects and programs relating to business systems and initiatives that impact the sales force or related departments; schedules meetings with key stakeholders and oversees project activities; reviews all major deliverables to ensure management expectations are fulfilled.

Innovative and resourceful, taking initiative to identify and solve problems, and obtain answers through inter-departmental collaboration using conceptual thinking.

Develop and expand existing administrative strategies to meet sales directives, corporate compliance, and department focus.

Designs training materials for the Sales Administration team, including but not limited to, various support professionals throughout the organization. Ensures training material content is clear, accurate, consistent, and relevant.

Works with Financial Analyst to develop, maintain, and reformulate various sales reports including S-bookings, Ad-hoc requests, Sales Business Plans, and End-of-Year forecasting.

Presents insight and recommendations to management for decision-making and strategic planning. Implements and oversees analytical approaches and methodologies.

Mentors support team by providing coaching and development and serve as a [subject matter expert](https://100hires.com/subject-matter-expert-job-description.html) in all aspects of sales

administration job performance.

Plan, implement and manage rudimentary sales education for new and existing sales executives partnering with managers to identify training needs.

Requirements

Bachelor's degree preferred

5+ years of experience providing high-level administrative support at a management level

Exceptional technical and creative writing, business acumen, and verbal communication skills

Professional experience serving as [subject matter expert](https://100hires.com/subject-matter-expert-job-description.html) for business improvement initiatives

Possess exceptional organizational skills, execution, and follow up

Concur proficiency preferred

Proficiency in Microsoft Office Suite, Excel, and PowerPoint

SAP proficiency preferred



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Job summary

The [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) will act as the local office manager and assist the Precision Pipeline Equipment sales team in various marketing duties and roles.

Responsibilities

- Quote customer material and work with vendors on pricing.
- Schedule employee work duties and enforce deadlines.
- Expedite orders with customers and follow orders with vendors.
- Create social media posts on LinkedIn and other social medium platforms such as Constant Contact.
- Maintain company website by providing web development with updates and content.
- Assist accounting on accounts payable and invoicing problems.
- Provide project assistance in large turnkey projects and maintain project schedules on weekly basis and update client schedules.
- Coordinate direct mailing and develop target audience-specific sales literature.
- Coordinate employee benefits and manage vacation schedules.

Requirements

- Must be self-motivated and willing to work individually or as a team member.
- Must maintain a positive attitude and work well with others in the organization.
- Prior office or inside sales experience a plus.
- Marketing background and skills to develop or work with designers on literature pieces and flyers.
- Bachelor or associate degree preferred or equivalent.
- Proficient with computer skills, including MS Word, Adobe Creative Suite, and Excel.
- Mechanical/electrical skills understanding and aptitude a plus.
- Must have a valid driver's license with no suspensions in the last 10 years

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Job summary

The [Sales Administrative Assistant](https://100hires.com/sales-administrative-assistant-job-description.html) is responsible for assisting the Sales staff in the achievement of sales growth and customer satisfaction



including processing and maintaining data, monitoring key data trends, and providing support for customer-related transactions for key automotive accounts.

Responsibilities

- Maintains account-specific information in applicable databases.
- Maintains price administration for various systems and databases.
- Monitors business indicators and alerts management, as required.
- Provides sales administration support.
- Assist with the automotive production part approval process (PPAP).
- Enhances team effectiveness by providing information and management support.
- Assists with training of new sales personnel on systems and procedures, if applicable.
- Handles office administration duties, if applicable.
- Performs other job-related responsibilities and duties as may be assigned from time to time.

Requirements

- Some college coursework completed.
- Applicable work experience.
- Customer service experience.
- Ability to demonstrate proficiency in Microsoft applications, including intermediate Excel skills.
- Strong interpersonal skills with the ability to demonstrate proficiency in communication and effective collaboration.
- Data management skills.
- Business and financial analytical skills.
- Business administration skills.
- Facilitation skills to work with and among individuals from a wide variety of cultural backgrounds.
- Adaptable and able to consistently handle changing conditions.
- Information System and Data Analytics Degree or Education.
- Advanced Microsoft Excel skills.
- Microsoft Sharepoint Designer skills.

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Job summary

We are looking for a Sales Administrative Assistant.

Responsibilities



Provides administrative support Sales Team(s), Manager (s) & Department Leads

Oversees the recruitment for all sales-focused recruitment including pre-screening/onboarding/offboarding

Generates daily, weekly, and monthly sales reports that provide key department metrics

Oversee adherence to office policies and procedures

Manage/Track/Order office supplies, collateral, apparel, and miscellaneous assets

Assist & collaborate with co-workers from all markets to work together as a unified team to provide support company-wide.

Coordinate office sales meeting preparation, set-up, and clean-up

Takes part in assigned project planning and implementation as directed

Perform all other duties and tasks as assigned

Requirements

Associate/Bachelor/Masters degree preferred

5+ years of professional work history in an office environment, strongly preferred

2+ years of recruitment/onboarding / offboarding experience strongly preferred

Proven office management / administrative experience, strongly preferred

Relevant industry experience including working with a high-performing sales team is a plus