

Administrative/Sales Assistant Duties & Responsibilities

Experience:

Prefer 2 years experience in an administrative-type position

Job Skills:

Computer Literate, including fundamental knowledge of MS Office 2000/2003 Software
Demonstrate the ability to handle many tasks and functions concurrently
Assist management in multifaceted areas
Maintain and improve Company procedures and organizational systems
Type 60 words per minute

Personal Skills:

Communicate effectively in both a written and verbal manner to: upper levels of management, subordinates, customers, and related trades

Education:

Prefer Bachelors Degree: Business Management or Liberal Arts

Career Path:

This position may encompass several paths. Depending on the person's personal emphasis, this position can lead to several different careers. Here are some of the examples:

- If a person learns the market and demonstrates leadership in this area, then marketing is possible in addition to sales.
- This person can seek a career as a purchasing agent.

Responsibilities:

- Answer telephones & route calls appropriately
- Greet company visitors and inform appropriate personnel of guest arrival/appointment
- Maintain internal company project and sales documents & supplies including supplying copies of timesheets when low, ordering Federal Express/UPS shipping supplies, and informing office manager of company's need for paper products, toiletries, and clerical supplies
- Maintain vendor price lists for both hard-copy (company-wide price book) and server-based files
- Maintain manufacturer specification sheets, slicks, promotions, etc.
- Preparation of documentation
(Includes: project manuals, quotations, proposals, potential box sales, owner's manuals, warranty/registration forms, listing of serial numbers, etc.)
- Assisting sales department
- Provide pricing and sales efforts for state bids, box sale equipment quotes, replacement parts, etc.
- Request, update, & assemble manufacturer sales/product literature for inclusion in proposals, brochures, etc.

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.