

Job Title/Department	<i>Sales Assistant/Customer Service</i>
Employee Classification	<i>Non-exempt, Full-time</i>
Employee Reports To	<i>Sales Manager</i>

Job Purpose

This position is responsible for providing daily support to Sales Team

Duties and Responsibilities

Primary Duties

- Provide daily support to Sales Team – additional training on a consistent basis with the Sales Representatives to promote added position value
- Serve as the gatekeeper to the sales team, including following up with customers, tracking correspondence, and providing back-up to Sales Team as needed
- Perform a wide variety of administrative support duties including arranging meetings and assisting with presentation preparation
- Provide operational reports and track metrics to assist in process optimization
- Perform data entry for Sale Team
- Handle confidential information with discretion and professionalism
- Cultivate relationships with employees, co-workers and sales representatives
- Serve as primary backup for Sales Representatives for their respective territories when needed
- Migrate into a future sales role based on need and growth of company

Secondary Duties

- Various projects as assigned by the Sales Manager

Qualifications

- Associates degree or equivalent experience
- Experience with the Microsoft Suite (Word, Excel). Experience with NAV preferred
- An eagerness to work in a fast-paced environment
- A self-directed nature and possess the ability to work independently as well as collaboratively with a team

- Strong organizational, analytical and problem-solving skills
- The ability to prioritize tasks and anticipate changing needs
- Excellent written and verbal communication skills

Direct Reports

None

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. However, this job description is not intended to be an exhaustive list of responsibilities, duties, qualifications or physical demands associated with the position.

Approved by:	
Employee Signature:	
Date Approved:	