



Sales Administrative Assistant

The successful candidate will have strong written and oral communication skills; excellent knowledge of Microsoft Office products (including strong proficiency in MS Excel and Outlook); promote teamwork and cooperation; have flexibility; multi-tasking, organizational customer facing skills when working with hi-profile, Fortune 500 customers; provide attention to detail; and have strong follow-up skills.

2+ years of administrative related experience is required. Preferably experience with the printed products/marketing industry.

Responsibilities

This is an hourly position with hours generally from 8:00 am to 5:00 pm with one hour for lunch (40 hours per week). There may be occasions when staying beyond 5:00 pm will be required to complete a project that is time sensitive or to provide the appropriate supervision. Should refrain from asking for days off or vacation during the last week of the month unless there is a plan for completion of all billing work ahead of schedule.

The Sales Assistant provides Customer service support, order administration, and project management. The Sales Assistant duties include processing orders, preparing reports, billing and other administrative activities in order to ensure Customer objectives. The Sales Assistant should be familiar with standard concepts, practices and procedures within the printed material field. The Sales Assistant relies on experience and judgment to plan and accomplish goals to perform a variety of complicated tasks and projects in support of the Sales Representative, other Sales Assistants and the Customers.

Skill Set

- Buying experience with printed materials and a good understanding of vendor relations. Experienced at negotiating project costs and other project details with suppliers. Able to work one on one with vendors to meet time sensitive deadlines. Experience with printed collateral, POP, Ad Specialties and Direct Mail a plus.
- Good general computer skills and the ability to learn software or other business tools quickly.
- Should be proficient in Microsoft Office (Excel, Word, Outlook)
- Competent working with databases and associated file types.
- Solid project management skills, including the ability to prioritize, document, and work with a sense of urgency to meet deadlines.
- Understanding of basic inventory and or fulfillment practices. Experience working with an inventory management system is a plus.
- Strong customer service orientation, the ability to work with people in varied organizational relationships.
- The ability to maintain a high level of diplomacy, discretion and confidentiality.
- Demonstrated strength in performing work in a fast-paced, time-pressured environment. Above average time management and documentation skills are required
- Demonstrated problem solving and negotiation.
- High level of flexibility, reliability and dependability.
- Strong verbal and communication skills
- Exceptional "can-do" Attitude