

# Sales Assistant Cover Letter

70286 Dennis CourseKuhnland, IL 22554

**Dear Shiloh Ryan,**

Please consider me for the sales assistant opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for key insights that helps the team to make choices and drive the business.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Co-ordinate work devices set-up (laptops, iPad, mobile phone) with IT and induction and training schedules for new ANI Sales employees
- Screen incoming mail & calls for the Sales department, distribute and prioritise items according to importance
- Manage all rep state lock-ups requirements and administration
- Education Seminars – Send out invitations for education seminars in each state, process payments to accounts receivable and maintain RSVP list for Glenn whist tracking payments
- Pharmacy Trade Calendar – Create and maintain key dates for trade calendar for pharmacy, collect advert and manage for auditing purposes
- Reporting for Sales Team
- Reconcile all EleCare samples database and Sales Representative sample accounts on bi-annual basis
- To provide personal assistance to GM of ANI ANZ through the completion of diversified secretarial duties and administrative activities utilising an awareness of company policy and procedures

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,