



# Example of Sales Assistant Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of sales assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales assistant

- Writing broadcast orders & production orders
- Handling caller's needs and requests and answering advertiser inquiries or directing them to the proper account manager
- Assist with Receptionist duties and phone relief
- Filing, promotion coordination and other duties to support all sales department efforts, as assigned
- Interaction with both existing agencies and direct client business
- Coordinates the implementation of programs and schedules sold by the outside sales team
- Performs various administrative tasks including answering phones, generating reports, organizing of station events and activities including staff meetings, luncheons
- Assist Account Executives with preparing and sending proposals
- Maintain account lists, client database and sales contract book
- Assist General Sales Manager with client parties, , scheduling, coordinating using approved vendors

## Qualifications for sales assistant

- Ability to solve employee and customer problems containing numerous variables and be able to relay sensitive or complex information and obtain consensus from diverse groups
- Ability to communicate clearly and professionally all written and verbal in structions with coworkers and customers

- Ability to read, count and write to accurately complete documentation and inventory
- Ability to bend down and squat to location and pick up merchandise located at ground level and to assist customers put on shoes
- Ability to lift arms and reach over the head to hang or take merchandise off racks or place on customer