



Example of Sales Assistant Job Description

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Our company is searching for experienced candidates for the position of sales assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for sales assistant

- Organize and maintain the sales department systems for the staff, keeping sales pieces up-to-date
- Create/revise proposals, recaps and various presentation documentation/correspondence for account executives
- Processing sales data and generating sales reports
- Receiving, processing, and confirming orders
- Creating purchase orders, letters of credit, and sales contracts
- Documenting new project inquiries from new and current clients
- Making quotations and sending them to the customers
- Contacting customers in order to troubleshoot problems as they occur
- Making and checking data sheet of product stock
- Performing any other sales support functions as necessary

Qualifications for sales assistant

- Minimum of 2 years in a media sales environment preferred
- Knowledge of any other language is greatly appreciated
- Bilingual is a plus (Spanish and English)
- Develop market maps for account executives by utilizing MapInfo software to plot media products
- Requires ability to respond clearly and effectively to clients over the telephone

WGNO/WNOL