



# Example of Sales Assistant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of sales assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for sales assistant

- Travel management for senior leaders
- Coordinate event calendar, client appointments, conference room booking (including DDTC & WS Showroom), meeting logistics, and material preparation as needed to support meetings and projects
- Maintain expense reports
- Run various WEA Reports
- Provide meeting preparation information
- Submit Expenses for Senior Vice President
- Coordinate and maintain all ticket requests for department and field staff
- Handle all office management duties including time sheets, all field/departmental approvals, ordering product/supplies
- Order advance music for listening stations, field staff, accounts
- Handle all artist management requests for product giveaways

## Qualifications for sales assistant

- Provides sales support by answering phones
- SOC research and use of it to generate proposals
- Daily interaction (and great rapport) with artist management, major accounts, WEA and all levels of personnel
- Back up phones for department
- Hire and manage interns each semester

