



# 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. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales assistant

- Undertakes research and special projects at the direction of sales management
- Maintain account lists in Engage
- Perform other tasks as assigned by Sales Manager
- Assist Administrative Assistant with marketing efforts including meeting set-up, preparing for seminars
- Maintain sales agreements
- Assist SVP of Sales in all daily business activities and special projects as requested
- Works with the national sales offices to help ensure that clients are satisfied and the sales goals are met – presents viable solutions to client issues, as required
- Ensures that delivery requirements are met for every client so payment can be received
- Pulls reports from the Wide Orbit and provides the VP, General Sales Manager with accurate numbers for revenue reports and forecasting
- Assist the Director of Domestic Sales

## Qualifications for sales assistant

- Possess a Series 6, 7 or 11 licenses preferred
- Experience in administrative duties and/or customer service
- Conveys a sense of urgency when appropriate

- Exceptional interpersonal skills needed with the ability to effectively communicate with varied personalities at the account all levels of management