

Sales Admin Cover Letter

32471 Bradtke RueNew Lewisside, MI 22888-1445

Dear Cameron Hayes,

In response to your job posting for sales admin, I am including this letter and my resume for your review.

In my previous role, I was responsible for various back-up administrative assistant business and office support activities to the Mountain View executives including: travel booking, expense reimbursement submission, calendaring/scheduling of meetings, correspondence drafting, answering phones, greeting/receiving visitors and customers, photocopying & record keeping of files/documents, and preparing PowerPoint and spreadsheet presentations.

My experience is an excellent fit for the list of requirements in this job:

- Experience of SAP system is preferred
- Be familiar with MS office (Word , Excel, outlook)
- Support the Regional Office Management and daily administration
- Work closely with Finance team on providing the reports of Contract management and OTIS system management
- Work closely with Sales Operations team on providing the reports of QR code and Sales Force Automation (SFA) visiting plan
- Quick learner, be familiar with company business and products in short period
- Processing invoices and submitting for payment, reporting sales and production results to district management, reconciliation of sales records to the general ledger and reconciliation of COD/credit card and cash sales, short payments and un-applied cash
- Audit daily sales data, processing plant sales tickets and acting as primary contact for customer invoice issues

Thank you for taking your time to review my application.

Sincerely,