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# Example of Administrative Sales Assistant Job Description

Our company is hiring for an administrative sales assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative sales assistant

* Proficiently and accurately prepare written correspondence including letters, proposals, contracts, reports, Schedule of Events, printed menus, and emails
* Maintain an inventory of all standard department supplies and printed materials, including but not limited to group meeting planner kits, catering corporate and wedding packets, special menu cards, press kits, and travel industry promotional materials
* Reviewing status of orders
* Daily reservations / allocations
* Handling shipping deadlines
* Assisting with monthly closings
* Working with Sales/Logistics to ensure delivery of orders
* Processing Credit/Debit Notes with regards to special promotions, programs, price discounts, in a timely manner
* Resolve order and inventory problems by investigating data and history
* Assist General Sales Managers with client parties, scheduling, coordinating using approved vendors

## Qualifications for administrative sales assistant

* Positive attitude with flexibility and adapts quickly to change
* A minimum of two (2) years Sales/Catering Administrator experience in four-star hotels or similar environment
* Works on highly time sensitive projects and deadlines
* Must be able to effectively communicate both verbally and written, with all level of
* Light work - Exerting up to 20 pounds of force occasionally, and/or up to 10
* Previous administrative or applicable experience desired