Downloaded from <https://www.velvetjobs.com/job-descriptions/administrative-sales-assistant>

# Example of Administrative Sales Assistant Job Description

Our company is looking to fill the role of 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

* Utilize software, systems and research information to compile and generate reports, timelines
* Schedules work load to meet deadlines of all managers
* Types and distribute all correspondence, including booking notices, letters, contracts, for assigned managers
* Ensure the timely and accurate completion of the Sales Transaction Report (STR)
* Coordinate with all Sales personnel to ensure accurate tracking of commissions prior to submission for payment
* Create new client file jackets and file in a secure location, with limited access, in accordance with the Records Management Policy
* At least five years of experience as an Administrative Assistant, Office Manager, or Executive Assistance
* At least five years of experience supporting sales & marketing teams
* At least five years of experience scheduling and organizing meetings with different stakeholders, preparing travel arrangements and expense reports
* At least one year of experience with legal contract administration

## Qualifications for administrative sales assistant

* At least two years administrative experience required
* Experience supporting more than one executive administratively required
* Working knowledge of hotel/resort preferred
* A good understanding of Sales and Conference Planning procedures preferred
* Experience with hospitality software preferred
* Broadcast Sales, media buying or agency experience is a plus