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# Example of Administrative Sales Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of administrative 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 administrative sales assistant

* Assist incoming trainees with travel plans (hotel, flight itineraries, and ground transportation)
* Oversee transportation provides via frequent communication to ensure prompt and accurate pickup and transportation of trainees
* Reports – Produce reports for weekly staff meetings
* Manage and maintain the calendar and appointments for assigned executives, including conflicting demands and changes to schedules
* Prepare meeting agendas, compile documents for meetings and prepare meeting minutes and follow up on action items
* Act as a liaison between the executives and senior management team, acting with a high level of confidentiality
* Receive and screen communications to the executives including in-person, telephone calls, and email messages, using independent judgment to determine prioritization, directing to appropriate subject matter expert as needed
* Coordinate travel arrangements, prepare itineraries, plan logistics, and submit expense reports
* Arrange, organizes and coordinates meetings and/or special events for stakeholders as required
* Provides ad hoc support to executive direct report and departmental staff

## Qualifications for administrative sales assistant

* Proficient utilizing Word, Excel, PowerPoint
* Ability to shift and expand role as needed to ensure that business goals are met
* Five or more years of administrative experience
* Proficient with Concur, SAP or other business financial software
* Experience scheduling international travel
* Experience managing team SharePoint sites