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# Example of Assistant Sales Job Description

Our company is looking to fill the role of assistant sales. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant sales

* Initiate set-up of new agencies and advertisers
* Weekly update of tracking sheets
* Confirm all orders booked by sales ops
* Build effective internal and external relationships through on-going communication with clients and various departments
* EDI...process orders and go out to Customers with corrections that need to be made & followed up
* Basic administrative tasks for the Sales Reps, such as the submission of expense reports through the Concur expense management system maintaining office supplies and magazine subscriptions
* Manage meetings and presentations for GM with Sr
* Provide administrative support for the calendar of meetings and workflow of the GM office, including a daily schedule with Attendee and Agenda, and prep materials
* Organize and distribute weekly plans from UW Managers and manage scheduling of weekly Focus meetings and staff meetings
* Assist in preparation of presentations and internal reporting needs

## Qualifications for assistant sales

* Fluent in English (Arabic would be an advantage)
* Bachelor’s Degree in a related field of study (advertising, communication, business)
* Working knowledge of Solbright Ad Suite is a plus
* Candidate should be highly motivated self-starter and possess excellent communication and organizational skills
* Prospect your assigned market, achieve qualitative and quantitative aims of making appointments· Conduct the market survey, the map making of your assigned accounts and identify projects to carry out.· Manage entering attributed calls, campaigns and various events
* Generate and prepare sales reports upon request