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# Example of Assistant Sales Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of assistant sales. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant sales

* Providing necessary documents to clear customs to freight forwarders and file documents to meet regulations
* Communicating with customers via phone, fax, and e-mail and handling questions, requests, and claims
* Following up on insurance claims on a monthly basis
* Providing information about sales order status
* Following up on all customer calls, visits, and inquiries
* Act as office manager for the sales department (ordering supplies)
* Supporting the customer experience from selection to ship
* Provides materials for necessary computer programs, gives overall guidance, information on how to resolve potential issues
* Handles inventory with regard to oversell and moves units due to pre-empts and avails
* Handles agency requests regarding brand allocations, splitting of units and flight changes, pod positioning

## Qualifications for assistant sales

* Ability to frequently (at least 2/3 of the work day) bend and twist at neck and waist, crouch and squat, reach above and below shoulder height, grasping, pulling, pushing and fine manipulation with both hands, lipfing up to 50 lbs
* Ability to see and distinquish between fabric patterns and colors
* Ability to meet all schedule requirements
* Professional administrative abilities
* Communicate effectively and efficiently with AEs and General Manager
* Sensitivity and taste in terms of fashion