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# Example of Sales Admin Job Description

Our innovative and growing company is looking to fill the role of sales admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for sales admin

* Office organization (telephone, email, mail)
* Internal tracking of Business Area budgets, updates sales figures and sales force performance
* Develop together with PM and MA marketing materials for all brands
* Implementation/execution of marketing activities (insertion, mailings, promotions)
* Coordination concerning advertising agencies and graphic designers
* Logistic organization of internal and external meetings and congresses
* Internal traffic management for communications with clients, external companies, societies
* Experience in the pharmaceutical industry is a big plus
* Co-ordination of promotional material
* Ordering and shipping of promotional materials to clients, sales force

## Qualifications for sales admin

* Disciplined, precise, well structured and accurate approach and delivery oriented
* Two to three years' experience in Customer Service/Inside Sales/Order Admin
* Bachelor’s degree (commerce/trade, technical preferred) with 3 or more years related experience
* Post-graduate/ MBA additional certification, with 1-2 years industry exposure
* Strong team work skills and able to work under pressure
* Familiar with CRM & SAP system will be better