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# Example of Sales Administration Job Description

Our company is looking for a sales administration. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales administration

* Under direction of VP of Sub-Distribution and Sales Administration Manager, administer and provide reporting of vendor programs and activities (sell-through, color conversions, rebates, credits)
* With guidance from sales leadership, develop and maintain a set of automated and standardized sales reports to be used on a daily, weekly, monthly, and quarterly basis by the Sub-Distribution management team
* Create, maintain and publish daily a national sales ranking report, and create ad hoc reporting as requested by Sub Distribution Management
* Reports performance of product launches, line extensions, KPI’s, and available inventory within Sub-Distribution channel
* Improve order workflow and efficiency by becoming point person on all sales orders
* This candidate will lead the saleable and non-saleable allocation for significant new launch activity and basic business for the GLAMGLOW North America Region
* This person will be responsible for key planning and allocation documents corresponding performance documents inclusive of – but not limited to – quarterly, monthly and weekly sales reports, mix of business reports new launch sales reports
* Answering phones for managers
* Keeping up the manager calendar
* Handling all mail / shipping for the department

## Qualifications for sales administration

* Experience in a face-to-face customer service environment required
* Valid clean driver’s license required – driving license for truck/trailer a plus
* Strong command of English and Japanese required
* A flexible approach to work required
* Experience in or knowledge of automotive technology preferred
* Familiarity with car registration process and car sales contract process desirable