Downloaded from <https://www.velvetjobs.com/job-descriptions/sales-administration>

# Example of Sales Administration Job Description

Our company is growing rapidly and is looking to fill the role of sales administration. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for sales administration

* Provide Customer Call management – single point of contact for quote to cash inquiries and problem solving
* Liquidation of agreements every 3/6 months
* Archive Promotional Invoices and ensure that they reflect the agreement
* Support Commercial Finance and Finance Controls to run smooth month/half/YE closes by securing timely accounting and crediting of retrospective discounts and providing relevant and ad hoc calculations
* Calculate accruals to submit to Finance, every month(half, YE)
* Prepare weekly/monthly reports / Conduct weekly sales forecast
* Support KAM team by providing transparency on business developments
* Analyze and track comprehensive reportings within the Key Account group relating to budget and quality goals
* Support the dynamic planning processes (SBP, IBP, budget, forecast)
* Coordinate KAM excellence processes (Account Factbooks, Strategic Account Plans, …)

## Qualifications for sales administration

* Minimum of six years’ experience in Consumer Products
* BA/BS degree in related field preferred or equivalent work experience required
* Strong verbal and written communication skills and strong presentation ability
* Ability to THINK and challenge organizational norms for the benefit of the company
* Accurate and fast paced with a good attention to detail
* Strong interpersonal skills and the ability to effectively communicate with all levels of management