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# Example of Sales Administrative Assistant Job Description

Our innovative and growing company is hiring for a sales administrative assistant. 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 sales administrative assistant

* Create and maintains customer order guides
* Setup and maintain portal websites including pricing and item updates as needed
* Manage tradeshow inventory, orders, and shipments
* Input Customer pricing proposals and follow through to activation
* Communicate on a daily basis with the Technical Account Manager to ensure exceptional customer service is being provided
* Account maintenance including pricing alignment and address details
* Provide FSS product pricing to other divisions for Corporate Accounts
* Manage/coordinate multiple leadership/team calendars
* Coordinate travel arrangements online and via phone and email
* Plan meetings and coordinate projects

## Qualifications for sales administrative assistant

* Proficiency in MS Office products (Word, MS Excel and MS Outlook)
* Engaged team player, focused on individual team goals and results
* Individuals must have an ability to receive direction from multiple individuals while having a knowledge of prioritizing deadlines
* College degree with major in hospitality, business, communications, marketing, public relations or other related field preferred
* Sales Operations experience preferred
* Must have excellent organization skills and the ability to organize thoughts and ideas