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

# Example of Sales Administrative Assistant Job Description

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

## Responsibilities for sales administrative assistant

* At least two years of experience overseeing office administration responsibilities such as event planning, ordering office supplies, and office maintenance
* Detail oriented and able to multi-task and manage multiple projects simultaneously
* Ability to self-direct and work with minimal supervision
* Able to work in a fast paced environment that contains a high degree of uncertainty and complex interactions
* Associates or Bachelor Degree in Business Administration
* Experience with Customer Relation Management (CRM) Systems such as Sales Force
* Handles all correspondence, fax, memorandum of the office and organizes proper filing system for all incoming and outgoing paper work
* Keeps the archives up to date and in order
* Has an excellent knowledge of the rates and all the facilities of the Hotel
* Answers telephones, takes notes, traces appointments of Director of Sales and Marketing, the Sales & Marketing Department

## Qualifications for sales administrative assistant

* Must have strong knowledge of Microsoft Office programs, especially Excel
* Property Introduction
* Flexible work schedule to occasionally include nights, weekends, and holidays (for events)
* Candidates must have a good working knowledge of the Microsoft Suite
* Support the sales function with accurate and timely quote generation and lead tracking
* Sage50 Accounting experience preferred