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# Example of Sales Administrator Job Description

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

## Responsibilities for sales administrator

* Perform a variety of statistical analyses on assigned products dealing with prices, costs, discounts and credits
* Assist in the resolution of order processing problems by working as the liaison person between sales management and the customer
* Meeting logistics – agendas, conference room set-up/clean-up, catering orders, A/V requirements, client reservations, transportation
* Correctly and efficiently keying in sales orders, releasing product, follow up with sales and customers
* Working with the credit, product and logistics departments
* Cross functionally training with entire department
* Answering phones and customer service for Direct Sales channel
* Providing administrative support to staff
* Assign correct territory according to owner and codes
* Ensure cleanliness of sales pipeline

## Qualifications for sales administrator

* Two years hospitality/ski industry experience preferred
* Demonstrate a customer focused approach
* Reflect and evaluate own performance in order to identify areas for improvement
* Identify areas of improvement across existing processes such sales orders, maintenance required, logging enquiries
* Education Diploma or Degree level
* Preparing and tracking quotes and bookings