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# Example of Sales Administrator Job Description

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

## Responsibilities for sales administrator

* A transparent and visible record of quotes, orders, incentives and payment to be maintained for easy access and reference by the Sales Director
* Weekly Activity Dashboard
* SFA
* General office management, supplies, and maintenance
* Setting up new hires and initial tours
* Office Seating Charts and Phone Lists
* Maintain Sales Logs for Loop Branch
* UPS Shipping
* Monthly Parking List and Purchasing Parking Stickers
* Assist Regional VP with Sales Meeting Preparation and other sales related activities as assigned

## Qualifications for sales administrator

* Diploma holder or above in Business or relevant disciplines
* 3 years or above relevant experience in sales administration
* 3-4 years in finance, sales planning and/or operations with experience in the Foodservice market a plus
* Experience with report conception, development and maintenance
* Prior manufacturing experience a plus!
* Attention to detail, organization, problem solving, math, are essential