



# Example of Administrator, Sales Job Description

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Our company is searching for experienced candidates for the position of administrator, sales. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrator, sales

- Support Sales team with statistics report (OE and Revenue tracking)
- Compile weekly sales figures from BU heads and upload into .ppt presentations
- Support bid team with statistics report (KPIs tracking) and upload into .ppt presentation
- Attend any bid or sales team meetings to take minutes
- Support with tender paperwork/files
- Support Sales pricing strategy with systematic price monitoring for submitted offers
- Support Sales team by monitoring the archiving of offers and order (on the server drive) and encouraging team member to keep it up-to-date
- Support Sales team by monitoring the Salesforce.com entries up-to-date and encouraging team member to keep it it up-to-date
- Support the Sales team with the organisation of the LoA meetings
- Provide support to the sales department

## Qualifications for administrator, sales

- Excellent time management skills and analytical
- Must be able to prioritize workload to meet all service level expectations, and manage multiple projects simultaneously
- Must be able to communicate highly complex subjects both written and

- Oracle, SAP, or Siebel experience is required
- High attention to detail data entry experience preferred
- GED/High School diploma and 3 yrs