



# Example of Administrator, Sales Job Description

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

## Responsibilities for administrator, sales

- Participate with the goals of identifying process improvements
- Manage Discrepancy Resolution process to track incorrect serial numbers and extra equipment received
- Reservation forms checked and loaded onto Coins when paper forms are used, paper form scanned in and saved under the relevant development in the Sales M Drive
- CML forms checked duly signed by the Sales Advisor and are then scanned in and saved under the relevant development in the Sales M Drive
- To check all ATP and ATEs, ensuring these are scanned and saved in the relevant Sales M Drive
- Any errors/queries to be raised direct with the sales advisor
- To obtain signatures of any contract/lease documentation for the sites allocated
- All colour choices to be checked and scanned and saved in the relevant on the Sales M Drive
- Checking the weekly on site sales/build notes to ensure that all colour choices forms due are received and any not provided to be chased
- Pick up any actions relevant to themselves from the weekly on site sales/build notes

## Qualifications for administrator, sales

- Computer literacy with proficiency in the use of MS Office, preferably complemented by knowledge of CRM Systems

- 5-7 years back office sales support ( engineering/turbine industry would be advantageous)
- Able to plan and prioritize work activities
- 2+ years copier industry experience is preferred