



Example of Sales Admin Job Description

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Our growing company is searching for experienced candidates for the position of sales admin. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for sales admin

- Creating and distributing weekly affiliate sales status reports
- Manages and coordinates departmental conference, affiliate and consumer trips and trade shows
- Support team with trade show presence
- Completes paperwork necessary for sales and leases in a timely manner
- Works closely with the F&I Managers to ensure paperwork and processing is accurate and timely
- Fast-paced job
- May act as Division Contract coordinator (deal sheet and contract tracking)
- Maintains/Coordinates weekly Sales Reports
- Prints and distributes Price Sheets and Hot Sheets
- Orders community Signage as directed

Qualifications for sales admin

- Ideally a minimum of 3 years relevant experience in the role
- Working as part of a team to ensure secretarial needs are met throughout the Company
- Basic administrative knowledge
- Leverage digital content and social Analysis and Business Intelligence are key in this role
- Must have extensive knowledge of SAP
- Must have Sales Force experience and be proficient in the application