



Example of Sales Admin Job Description

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Our growing company is looking for a sales admin. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for sales admin

- Orders Brochures, coordinates new collateral w/ Planning and Design
- Assists with national promotions as directed
- Maintains PEI Matrix
- Organizes sales, utility and other similar bills for coding / distribution
- Updates Beazer.com Site information on a weekly basis
- Reviews, distributes or acts upon incoming departmental mail
- Copies, collates, distributes and/or files documents
- Assists with customer relations and New Home Counselors as necessary
- Manage incoming calls, answer preliminary questions about a The UPS Store franchise opportunity and drive all prospects to on-line franchise application
- Follow-up with applicants to confirm receipt of their franchise application and verify personal and financial information

Qualifications for sales admin

- Excellent analytical skills and proficient use of MS Excel - large spreadsheets, pivot tables, macros, reporting
- Microsoft Suite (Excel !!!)
- Update information in database and generate reports
- Route applications to appropriate department
- Prepare and mail documents to qualified applicants and follow up to receive receipts

