



# Example of Sales Admin Job Description

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Our innovative and growing company is looking to fill the role 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

- Office organization (telephone, email, mail)
- Internal tracking of Business Area budgets, updates sales figures and sales force performance
- Develop together with PM and MA marketing materials for all brands
- Implementation/execution of marketing activities (insertion, mailings, promotions)
- Coordination concerning advertising agencies and graphic designers
- Logistic organization of internal and external meetings and congresses
- Internal traffic management for communications with clients, external companies, societies
- Experience in the pharmaceutical industry is a big plus
- Co-ordination of promotional material
- Ordering and shipping of promotional materials to clients, sales force

## Qualifications for sales admin

- Disciplined, precise, well structured and accurate approach and delivery oriented
- Two to three years' experience in Customer Service/Inside Sales/Order Admin
- Bachelor's degree (commerce/trade, technical preferred) with 3 or more years related experience
- Post-graduate/ MBA additional certification, with 1-2 years industry exposure

