



# Example of Sales Admin Job Description

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

## Responsibilities for sales admin

- Notify the responsible person for Quality Assurance without delay of any quality issues that comes to their knowledge
- Provides local support to implement planned marketing and sales programs (e.g., Coordinates with catering for local events, develops inventory flyers, dresses-up the community for grand openings, and coordinates internal sales contests)
- Performs general sales administrative duties as needed including coding and processing of invoices and tracking sales and marketing budgets
- Provides required information for the development of community/Division specific collateral, invitations and directional signage
- Manages the signage program
- May gather, organize and maintain visual assets in the media library (photography, virtual tours)
- May participate in the Competitive Market Analysis (CMA) process by reviewing competitive market research, analyzing data and providing recommended value assessments
- Coordinates the production of community collateral (floorplans, price sheets, feature sheets) as required
- Manages orders and supplies of sales office supplies, flags, mats, signage and collateral
- Assists with planning and execution of marketing promotions, events and grand openings as needed

## Qualifications for sales admin

- Demonstrates working knowledge of customer, market, sales force, sales process and resulting needs to represent the business with the development of automated sales tools
- Provides user support of sales tools (including Salesforce.com) to sales teams
- Works with stakeholders to define Salesforce.com requirements, configure application and set up reporting and dashboards
- Monitors data quality and enforces data entry standards in tools/applications used by sales teams
- Provides sales tool training support services
- Pulls reports from a variety of tools and systems and organizes information in to usable action plan