Products Unlimited Inc.
Woman-Owned Distributor

Administrative Sales Assistant

Position Overview

Reporting to the Sales Manager, the Administrative Sales Assistant will focus on Products Unlimited administrative and sales related activities. This position will support the Sales Manager in developing and managing customer accounts. This position requires tight interaction with sales, customer requests, order fulfillment/tracking, while ensuring customer satisfaction.

Responsibilities

- Primary focus of this role is researching our prospects and client opportunities and completing a quotation to solidify orders.

- Execute and streamline order process and work with vendors to ensure on-time done-right arrival of all orders.

- Work with vendors for a thorough understanding the marketing & selling seasons, identifying products for customer accounts during these seasons.

- Obtain all marketing collateral from key vendors, feature/benefit sheets, videos, and case studies, etc.

- Support the Sales Manager by planning and execution, including day to day execution of sales activities with a positive, interpersonal, customer focus skills.

Job Requirements

- University degree or college diploma in business or a 2-years related experience

- 2-3+ years of experience in sales support

- Order training will be provided but you must be highly organized

- High business and sales experience to exploit best sales practices, yielding results

- Ability to multi-task and quickly switch focus from task to task

- Demonstrated ability to analyze and solve problems or business situations.

- Ability to professionally interact with all levels of an organization and management of team members

- Excellent presentation, communication and writing skills.

Job Benefits

- Competitive pay commensurate with experience

- Annual compensation reviews

- Your work hours are flexible

- Paid Vacation and Sick Days

- Team environment with a professional development emphasis