 **Position Description**

**Administrative Assistant - Sales**

**Job Summary:**

Provide administrative support to the Sales, Marketing and Service Department.

**Key Responsibilities:**

* Create sales orders and work orders for each purchase order received.
* Distribute work orders to the appropriate staff.
* Generate weekly Open Age reports.
* Generate monthly Accounts Receivable reports and Sales reports and reconcile any outstanding items.
* Create invoices in coordination with shipping. Ensure all shipments are invoiced on a timely basis.
* Submit electronic invoices to the customers.
* Assist Sales and the customer with resolving any discrepancies related to invoicing or shipping.
* Work with the Manufacturing Department on scheduling orders.
* Make travel arrangements as needed, including booking flights, transportation and hotel reservations.
* Filing and other administrative tasks as needed in support of the Sales Department.
* Other duties as requested.

**Required Qualifications:**

* High School Diploma or GED.
* Three years of relevant administrative experience in an office setting, providing administrative support to multiple employees.
* Demonstrated proficiency with Microsoft Office Suite, including Word, Excel and PowerPoint.
* Proficient computer skills.
* Strong organizational skills and attention to detail.
* Ability to multi-task, good time management and strong follow-through skills.
* Strong customer service orientation and interpersonal skills.
* Solid verbal and written communication skills.

**Preferred Qualifications:**

* Associates degree in business or related field.
* Experience with an ERP system.