



Job Description: CHEMEON Surface Technology Sales Administrator

General Summary:

The Sales Administrator oversees the sale processes for the company and provides essential support to the internal and external sales team. Some of his or her responsibilities include maintaining customer information, preparing and processing orders, and providing support to field sales representatives. This important position contributes to the quality of customer service and the achievement of corporate revenue goals.

The purpose of a sales administrator is to ensure that the customers' needs are being met, and that products and services are delivered in a professional and timely manner. The sales administrator will work closely with the sales and accounting teams to meet the sales objectives of the organization. The sales administrator will provide a variety of services to support the sales team complete sales, and deliver the products and services purchased by the customer. For example, when a regional sales manager develops a customer solution/sales, then the administrator would draft a quote and complete the transaction.

Some of the daily tasks for a sales administrator include: (1) processing phone and email orders; (2) creating and submitting quotes; (3) working closely with distribution warehouses; and (4) prepare and ship locally stocked product. For this reason, job candidates must be well organized, experienced with time management tools, and excellent at paying attention to details.

The ability to communicate effectively, both in oral and written communication, is also a significant requirement. The job includes continuous correspondence, via email, with prospective and current clients, suppliers, distributors, and alliance partners. The sales administrator will also handle customer complaints, and provide customers with additional information or connect them with the appropriate department to resolve issues quickly and amicably. Job candidates need to demonstrate their knowledge and experience in supplying superior customer service.

Qualifications:

- Excellent communication and interpersonal skills
- High School Diploma/College Degree Preferred
- One year of applicable experience required

Reporting:

Sales Administrator reports directly to Jason Kerver, Operations Manager.

To Apply:

Send a cover letter, including relevant experience, and your resume to jkerver@chemeon.com or call 775 782 8324.