

SALES ASSISTANT

POSITION SCOPE

This is an entry level position that is responsible for ensuring the smooth flow of information and follow up for existing and prospective customers. This position supports the sales department exclusively. This individual drives the achievement of stated goals and assures total program success through motivating, coaching and developing a high performance sales team. Customer satisfaction is a priority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processing sales leads and assuring leads are directed to the appropriate Sales Representative.
- Phone contacts to supplement the efforts of sales staff.
- Attains sales goals and revenue objectives.
- Increases sales and dollars by emphasizing company sales practices.
- Ability to conduct motivational sales and training meetings.
- Assures accurate reporting and handling of office leads and creative sales through proper use of daily recaps.
- Reviews and analyzes individual Sales Representative performance against standards and stated goals – implements rewards and / or improvement plans as needed.
- Processing sales data, sales progress reports and other sales related records and reports.
- Monitors and ensures compliance to all company sales policies.
- Manages the adherence to company guidelines for all Sales Representatives as directed by the Human Resources Department.
- Serves as a liaison between remote sales offices and home office.
- Miscellaneous duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- A degree or equivalent experience with two-three years of previous sales, customer service and/or operations experience in a leadership capacity.
- Ability to research minor technical problems.
- Ability to multitask and meet tight deadlines.
- Detail oriented with good analytical skills.
- Excellent planning, organizational and leadership skills.
- Excellent verbal, interpersonal and written communication skills.
- Demonstrated ability to self-motivate, lead teams, and succeed in a fast-paced and changing environment.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities.
- Resourceful, highly dependable and ability to work in a team environment.
- Computer Knowledge Requirements: Microsoft Excel, Microsoft Word, and Microsoft Outlook required.