

Sales Administrator

If you have the skills we need, we will pay you what you are worth!

We are searching for a sales administrator to help us grow and develop our salesforce!

- ✓ Must send a resume
- ✓ Must take our professional assessment
- ✓ Remote position so work from wherever you are
- ✓ Signing Bonus available
- ✓ Essential Duties and Responsibilities

Assist Corporate Sales Team with the following:

- Schedule appointments, meetings, and follow-up calls
- Take notes at sales meetings and record all follow up items
- Complete Sales Team Expense reports on a monthly basis
- Print and prepare presentations and proposals
- Organize conference rooms for presentations according to Sales Process and Protocol
- Maintain Activity Points Quota records
- Take all web and marketing event leads and schedule sales calls and follow sales process
- Attend any daily, weekly, and/or monthly meetings with Sales Team, Sales Manager and/or CEO
- Assist with escalating/resolving critical issues with any client/ business relationships
- Participate in ongoing strategy meetings
- Attend ARRC-sponsored industry, charity, or educational events
- Keep up-to-date on industry related news and technology
- Update all activities, time sheets, and sales processes within Autotask
- Take notes and distribute notes at all client, project, and sales meetings.
- Create meeting agendas
- Work closely with Marketing to track leads and set up activities for Sales Team
- Turn in all Sales Team monthly activity points and new agreements on a monthly basis to Sales Manager
- Upload and update as necessary all agreements into Autotask
- Prepare and send all electronic agreements

Knowledge, Skills, and/or Abilities Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Interpersonal skills, such as telephonic skills, communication skills, active listening, and customer-care
- Ability to multi-task and adapt to changes quickly
- Understanding of support tools, techniques, and how technology is used to provide IT services
- Typing skills to ensure quick and accurate entry of sales opportunities details
- Self-motivated (high level of initiative and self-reliance) with the ability to work in a fast-moving environment
- Ability to keep up on necessary ongoing industry related training
- 100% knowledge of Autotask software CRM component