Date: 9.2.2021

Last Revised: September 2021

Reports to: Operations Planner

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**US SALES ADMINISTRATOR**

**Position Summary:**

The US Sales Administrator performs sales service support, assisting the sales department and the Operations Planner with sales invoices, orders and delivery updates. This administrator manages customer communications and organizational programs and projects.

**Responsibilities/Duties:**

* Enter and process sales requests for products and services by receiving telephone calls/emails/faxes from customers and distributors.
* Informs customers and distributors promptly of unit prices and delivery dates.
* Generates sales orders.
* Assists with customer inquiries and complaints always keeping the US Sales team informed of critical issues.
* Manages account receivables for past due invoices.

**Education/Work Experience:**

* Associate Degree or equivalent sales experience a plus.
* Previous technical experience operating technology systems and Excel is a must.

**Capabilities/Skills:**

* Knowledgeable of principals and methods for showing, promoting and selling products and services.
* Excellent computer skills and fluent in Microsoft Office.

**Disclaimer:**

The preceding job description has been designed to indicate the general nature and level of work

performed by employees within this classification. It is not designed to contain or be interpreted

as a comprehensive inventory of all duties, responsibilities, and qualifications required of

employees assigned to this job.

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send a resume and cover letter to [hr@pbegrp.com](mailto:hr@pbegrp.com)