

# Internal Sales Administrator

## JOB SUMMARY: Internal Sales Assistant to Sales Team

### The Position

### RESPONSIBILITIES:

*Sales support – Working closely with the Sales Director and sales team*

- Assisting with preparing sales presentations
- Doing market research for potential and current clients/prospects
- Updating and managing CRM data used by the sales team
- Following up on outstanding tasks
- Assist with appointments and manage calendars of sales team
- Ensuring sales team follow up on quotes as well as ensuring promises are kept
- Providing training material and ensuring the material is studied
- Assisting in planning sales strategy
- Assisting in planning sales seminars
- Following up and maintaining sales pipeline data for Sales Director

### QUALIFICATIONS: Degree in business management or equivalent

### REQUIREMENTS AND EXPERIENCE

- Demonstrated track record of success in providing executive administrative support
- Proficient computer skills, including MS Office, Excel, PowerPoint, Outlook, virtual meeting platforms
- Track record in contract work

### SKILLS

- Strong written and oral communication
- Sound planning and organizational abilities
- Proactive with the ability to self-manage and work autonomously in a fast-paced and changing environment
- Ability to manage multiple projects and tasks simultaneously with different deadlines
- Dependable, punctual, detail-oriented, independent problem solver with excellent follow-up skills
- Be a team player and go-getter
- Well-presented
- Attention to detail
- Friendly, fun, and energetic with good interpersonal skills