

Job #0112 | Sales Administrative Assistant | Greater Los Angeles Area, CA

The **Sales Administrative Assistant** at Niagara Conservation will work collaboratively with our Sales Manager. This position is considered entry level, part-time, and is ideal for those new to the sales/marketing field and/or recent college graduates (or in the process of their degree). This position will offer the candidate a comprehensive overview and exposure to basic sales strategy, marketing, trade show/promotional techniques, communication / PR, and market research / development.

Job Responsibilities:

- Will assist in lead generation activities which will include internet research, cold calls, etc
- Will travel with Sales Manager throughout local territory on sales calls.
- Enters and updates data on a daily basis into CRM and other databases as necessary
- Maintains constant inventory of marketing collateral (flyers, brochures, marketing books, etc.) for manager.
- Supports manager by typing correspondence, sending documents, developing spreadsheets and updating contacts.
- Pulls data and runs searches on behalf of manager in external and internal databases.
- Attends trade shows with professional image and high energy, an upbeat personality and enthusiasm to showcase and promote our products resulting in a lead or sale for our Sales Manager.
- Develops, maintains and processes any and all sales paperwork, reports, and metrics. in conjunction with leads, sales, projects, etc. for manager.
- May produce marketing collateral such as flyers, letters, etc.
- Uses various sources to create mailing lists to distribute marketing materials.
- Pulls information from databases for research requests.
- Other duties as assigned to aid in the successful and profitable operation of the sales manager and team.

Qualifications (min. educational and experience qualifications):

- Bachelor's degree in Marketing, Sales, Communications, or a related field or previous industry experience (**or in process of completing degree**)
- Minimum 2 years of work experience, preferably in sales, marketing or administrative role
- Strong organizational and computer skills and social media experience.
- Ability to work independently and able to adapt to changes quickly in a fast-paced environment.
- Ability to multi-task and meet deadlines
- Strong written, verbal and communication and interpersonal skills.
- Ability to provide excellent customer service to all internal and external customers
- High energy and enthusiasm with professional image
- Belief and demonstration of company core values of Respect, Focus, Communication, Can Do Attitude and Integrity

Key Competencies:

- Customer Service Excellence
- Effective and Efficient Work Practices
- Team Involvement and Participation