

Job #0115 | Sales Assistant | Cedar Knolls, NJ

The **Sales Assistant** at Niagara Conservation will support the Sales Manager and team with various administrative sales responsibilities to help improve efficiency.

Job Responsibilities:

- Enters and updates sales **orders** and 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.
- May 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.
- Pulls information from databases for research requests.
- Provides product, promotion, and pricing information **as requested by customers**; selecting appropriate information; forwarding information; answering questions.
- May assist in lead generation activities which will include internet research, cold calls, etc.
- Provides sales results by preparing and forwarding sales tracking reports.
- Forwards samples by entering request; arranging shipment; notifying customer.
- Prepares sales presentations by compiling data; developing presentation formats and materials.
- Tracks sales expenses by tracking, consolidating, analyzing, and summarizing expenses; forwarding for reimbursement.
- 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, Communications, or a related field or previous industry experience is a plus (**recent grads encouraged to apply**)
- Minimum 2 years of work experience, preferably in sales, marketing or administrative role
- 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

We are growing entrepreneurial Company offering great benefits and compensation. If you have the experience and skills required for this position, please submit resume with salary history and/or requirements. **www.niagaracorp.com**