

Executive Sales Assistant

Baker Supply, Inc. –Marietta GA

Baker Supply Inc. has a position available for an energetic and dedicated Sales Assistant/Executive Assistant reporting to the VP Sales/Marketing. This position requires effective telephone skills to support the VP Sales/Marketing and Baker Supply team. The position also includes the sales support responsibilities of acknowledging, reviewing and confirming Purchase Orders and Sales Orders, Customer and Vendor Maintenance, validating leads, developing presentations, administering sales promotion tools and product samples, and following-up on projects with the sales team. The role occasionally supports other business activities for the leadership team of Baker Supply, Inc.

Key Responsibilities Include:

- Administrative support for the VP SALES/MARKETING including travel planning and meeting planning and some personal items as requested.
- Organize and distribute collateral, samples, etc. to support sales efforts
- Assist in the preparation of presentation materials for the VP SALES/MARKETING and Sales Leadership
- Acknowledge, Confirm, Enter & Manage Purchase Orders & Sales Orders.
- Open Order Reports
- Review and Enter Vendor Invoices
- Enter and submit Customer Billing
- Liaison with 3rd Party Marketing Services Firms and assist in managing trade shows
- Compilation of sales forecasts and other sales spreadsheets
- Follow-up with customers' requests for assistance, literature, services, samples, etc.
- Data Entry, Answering Phones
- Maintaining Customer Files & Sample Logs
- Compile and distribute quotes
- Sending and receiving of mail and packages
- Performing multifaceted general office support
- Help with IT issues and digital file maintenance
- Maintain websites and professional memberships
- Shipping and Receiving Experience a plus
- This position will require calls to perspective customers, following up on generated sales leads. Must be comfortable on the phone. Fast moving environment but be able to prioritize based on constantly changing requests.

Minimum Requirements:

- Associate degree, or suitable formal training in a related discipline, or equivalent business experience & 3 Years as Executive Admin Asst., Customer Service, or Sales Administration
- Ability to focus and be self motivated. Small fast moving office environment.
- Ability to ask questions and clarify Aptitude for learning quickly
- Demonstrated work ethic and dependability
- English language skills - excellent written and verbal communication
- Effective interpersonal and collaboration skills & Excellent telephone etiquette
- Proven ability to take the initiative and focus on customer service
- Demonstrated Administrative Skills (Calendar, Meeting Planning, Multi-tasking)
- Candidate must be computer literate using Microsoft Windows and competent in Word, Excel, Power Point, Adobe Acrobat and basic knowledge of QuickBooks.
- Ability to maintain physical condition for the performance of assigned duties and responsibilities.
- Reliable transportation to Marietta Office & Stable work history.