



JOB DESCRIPTION

“Private & Confidential”

Job title	<i>Sales Admin Associate</i>
Reports to	<i>Sales Admin Supervisor</i>

Job Overview

A Sales Admin Associate provides support to the management team within Sales and Accounts Department.

He/She is responsible for performing clerical duties like completing expense reports or sales proposals and carrying out administrative tasks such as coordinating meetings and office communication.

Duties and responsibilities

- Builds customer database for better monitoring of information
- Maintain and update sales and customer records
- Generate and provide daily/monthly report on a timely manner with analysis
- Attending and assisting Sales, Finance or other departments on their concerns and inquiries
- Liaise and coordinate with Legal on contract issues

Qualifications

- BS degree in Business Administration, Sales, Marketing or related field
- Required language(s): English both written and oral
- Proven work experience as a Sales administrator
- Hands-on experience with MS Office Applications
- Understanding of sales performance metrics
- Excellent organizational and multitasking skills
- A team player with a high level of dedication
- Ability to work under strict deadlines and overtime and with minimum supervision.