



**CONFIDENCE DELIVERED**

## **Sales Administrator**

VJ X-Ray LLC is a rapidly growing, stable company specializing in the OEM of high-performance x-ray components. We are looking for an energetic, fast learner for a highly visible Sales Administrator position. This position is responsible for a wide range of documentation and administrative related tasks supporting of our Marketing, Sales and Service Teams.

### **Job Description**

Coordinate and manage customer repair and service activities

Work with Sales Team to prepare documents, forecasts and other required reports

Provide administrative support for many aspects of Marketing, Sales and Service functions to include the generation of specifications, documents and reports

Coordinate customer visits, staff travel plans and service visits

Prepare support materials for sales calls and generate e-blast mailings and mail merges

Help to host customers and guests at the facility

Help Sales and Marketing staff prepare for trade shows

Perform various other clerical and administrative tasks as required

### **Essential Skills**

Minimum 2 years of college or professional schooling

Capable of passing a pre-employment drug test and background check

Legally authorized to work in the United States

Ability to utilize the internet effectively and efficiently for job related tasks

Must be detail oriented

Strong ability to multi-task and work within a very dynamic environment

Self-motivated team player with excellent interpersonal and organizational skills



**CONFIDENCE DELIVERED**

Superior written and verbal communication skills

Ability to follow written and verbal instructions

Proficient in Microsoft Office Suite (Outlook, Excel, Word and PowerPoint)

Must be reliable with the ability to work extended hours if workload requires

**Non-Essential Skills**

Bachelor's Degree or higher

Two (2) or more years of experience in an administrative role supporting an engineering or production environment

Prior experience supporting marketing, sales or customer service departments

Previous experience using MRP, ERP, CRM or equivalent

Familiarity or experience with desktop publishing programs

**Physical Demands**

Occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl.

Vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Ability to fulfill essential job function in a consistent state of alertness and safe manner.

Sitting 85%, Standing 10%, Bending 5%

*Duties, responsibilities and activities may change at any time with or without notice.*

