

SALES ADMINISTRATOR

JOB DESCRIPTION

Since 1993, American Interiors has continued to be proven experts at creating interior environments that inspire the places we work, learn, heal and play. We provide products, services and workplace transformation consulting across our markets. With today's growing and multi-faceted company, American Interiors has remained true to their roots - working closely with its clients to develop long lasting partnerships.

DEPARTMENT	Sales	COMPENSATION	Salary
POSITION TYPE	Full-Time/ In Office	TRAVEL	Minimal
CONTACT	Jack Dalton		

We are looking for an Sales Administrator that is self-motivated with an entrepreneurial nature to join our growing sales team.

ROLES & RESPONSIBILITIES:

- Places incoming orders for the company
- Verifies all information on an order is correct prior to placing.
- Main point of contact between vendors and sales team.
- Reviews order acknowledgments for accuracy and makes edits as necessary.
- Communicates actions necessary for any orders to team. (i.e. pricing changes, ship dates, contracts)
- Actively follows up on orders and updates sales team throughout each stage.
- Generates Purchase Orders and sends them to sales team.
- Generates Work Orders once an order is completely acknowledged and verified.
- Processes Sales Order Change Forms and Margin Erosion Forms as necessary.
- May take on additional responsibilities as needed to help support the sales team.
- Regularly and consistently demonstrate the American Interiors values and guiding behaviors.

QUALIFICATIONS & EDUCATION:

- Excellent customer service and communication skills
- Strong organizational skills to remember the important details of each project and scope of work
- Must be detail oriented and have the capability to be responsive in a timely manner
- Ability to prioritize and manage multiple tasks
- Aptitude with technology and willingness to learn and improve daily
- Computer literate (word processing, spreadsheets, project applications)
- Bachelor's degree preferred in Sales/Marketing
- At least 1-2 years of sales experience

BENEFITS PACKAGE:

American Interiors offers a comprehensive competitive benefits package that consists of: health plan, dental plan, vision plan, 401k plan with a safe harbor, life insurance, cell phone stipend, laptop, and paid vacation.