



AUTOMATION & CONTROLS INC.

Our company is seeking a responsible Sales Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Sales Administrative Assistant include providing support to our sales managers and employees, assisting in daily office needs and managing our company's general sales administrative activities.

We are looking for an individual who is efficient and comfortable being a member of a team. The ability to multitask, while maintaining complex schedules and managing administrative sales support, is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. The candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, Word, and Google platform equivalents. Ultimately, a successful Sales Administrative Assistant should ensure the efficient and smooth day-to-day sales operations of our office. Education, Experience or additional qualifications as an Administrative Assistant or Similar Role will be a plus.

Responsibilities:

- Handle administrative requests and queries from sales managers
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Maintain Sales calendar (visits, appointments, vacation requests, etc.)
- Assist in various CRM functions (data entry/clean-up, update reminders, etc.)
- Assist in the preparation of regularly scheduled reports and spreadsheets
- Create, update and maintain sales policies and procedures
- Web research on potential project opportunities, lead qualification
- Coordinate/book travel arrangements
- Submit and reconcile expense reports
- Provide general sales support to visitors
- Liaise with other administrative assistants and departments to handle requests and queries from senior managers and sales partners

Salary depending on experience and education. Full-time position includes all benefits as qualified (Health, Dental, Vision, 401K, etc.). Employment is subject to a routine background check during your initial 30 days of employment.

Please send your resume to: hr@rustco.com with the position title in the subject of the email.