
Reports to: Senior Sales Admin Supervisor

Department: Sales

Classification: Exempt

Last updated: 05/19/2026

Job Summary:

The Sales Administrative Assistant provides administrative and operational support to the sales team to help ensure efficient processes, accurate data management, and exceptional customer service. This role is responsible for supporting sales activities, maintaining databases, coordinating dealer training, processing orders, and managing buying group updates.

Essential Functions:

- Provide daily sales support through email communication with customers, dealers, and internal teams
- Maintain and update customer, dealer, and sales databases to ensure accurate records
- Manage and process buying group updates, including pricing, memberships, and account information
- Coordinate and assist with dealer training programs, materials, scheduling, and follow-up communication
- Process sales orders accurately and efficiently through order entry systems
- Support the sales team with administrative tasks, reports, and documentation
- Communicate with internal departments regarding order status, product availability, and customer requests
- Maintain organized records and filing systems for sales-related documents
- Assist with special projects and additional administrative duties as assigned

Essential Job Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree preferred
- Previous administrative or sales support experience preferred
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite, especially Excel, Outlook, and Word
- Experience with CRM or ERP systems is a plus
- High attention to detail and accuracy
- Ability to work independently and collaboratively in a team environment

Skills & Competencies

- Customer service oriented
 - Strong problem-solving abilities
 - Time management and prioritization skills
 - Professional communication skills
 - Ability to manage confidential information with discretion
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