

Sales Administrator

Wage information: DOE

Reports to: Business Administrator Manager

Education: Associate's degree preferred but not required

Experience: 1-2 years similar experience preferred but no required

Location: Salt Lake City, UT - No remote office option available

Required Travel: None

Date: Immediately

Correspondence: E-mail careers@monnit.com only. NO CALLS OR DROP-INS accepted.

Schedule: Monday – Friday 8:00am – 5:00pm

Job Description

Summary/Objective

Monnit is a growing and dynamic company with a bright future. We are looking for individuals wanting to be part of this team-oriented company. We currently have an opening for a sales admin and receptionist.

This assistant handles multiple responsibilities and tasks within the company, including sales administration, communication with employees and customers. A sales administrator requires strong interpersonal and organizational skills. Computer literacy is vital for this position.

Job Responsibilities

- Enter sales leads into a database from various sources and websites maintained by Monnit. Leads that transition to quotes are entered into a fulfillment database. Database accuracy and integrity is required.
- Answer phones and transfer to the appropriate individual.
- Greet clients and the general public and direct, and them to the correct staff member.
- Receive, sort and distribute mail.
- Fax, scan and copy documents for anyone within the company.
- Maintain office filing system and make sure all legal documents are processed within the stated time frame.
- Work with Marketing Manager to prepare trade show booth and materials for delivery in a timely fashion.
- Ensure office equipment is functioning properly and office supplies are in stock.
- Keep office area clean.
- Must be able to respond effectively to any telephone queries in a calm and friendly manner. Learning basic knowledge of the product over time is encouraged. As knowledge grows, the ability to answer basic sales questions is an objective of the Sales Coordinator.

Skills/Qualifications

- Fluent in English and possess strong communication skills.
- Organized and possess a high level of administrative ability.
- Excellent customer service skills.
- Ability to effectively set objectives and meet them.
- Integrity and honesty is expected.

Tools & Knowledge

Must be proficient with MS Office products (Excel, Word, PowerPoint, Outlook), QuickBooks experience is beneficial, and knowledge of CRMs is useful (Sales Force knowledge a plus).

To Apply

- E-mail careers@monnit.com only. NO CALLS OR DROP-INS accepted.