



Remote Monitoring for Business

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## Sales and Business Administrator

Wage information:	Hourly - DOE
Reports to:	Accounting Manager
Education:	Bachelor's degree preferred
Experience:	1-2 years or similar experience
Location:	South Salt Lake City, UT - No remote office option available
Required travel:	Minimal
Date:	Immediately
Correspondence:	E-mail <a href="mailto:careers@monnit.com">careers@monnit.com</a> only. NO CALLS OR DROP-INS accepted.

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Monnit, the global IoT industry leader in remote monitoring solutions, is looking for full-time Sales and Business Administrator with a desire to assist customers, sales reps, and management. This job is located in our corporate headquarters in South Salt Lake. If you are a dynamic self-starter, motivated, like to win, and you're a team player who works well in a collaborative environment, keep reading!

### ABOUT MONNIT

Monnit is the global Internet of Things (IoT) industry leader in remote monitoring solutions. We feel our success is directly tied to our amazing team members at all levels. Because of this, we are very careful in selecting exceptional individuals to become part of our team. We provide amazing benefits including health insurance, 401(k) plan, life insurance, bonuses, etc. You will be working in a great team environment, with tons of growth potential.

Our Sales and Biz Admins are responsible for providing support for sales representatives. This involves dealing with customer requests, checking the accuracy of orders and issuing invoices. You will gain a mastery of Monnit's growing product lines of sensors, gateways and software and intelligently discuss the products through study of the Monnit webpage and other knowledge based pages available to you. You will need to show the ability to collaborate with internal and external resources, clients, teams, and projects.

Most importantly, your job will be to consistently verify customer information, issue invoices, relay order instructions, and liaise with other departments. You will serve as a point of contact for customers with queries about orders and deliveries, and provide support for Monnit's Sales Representatives and management team. The Admin team will be provided with detailed focus on execution and quickly demonstrate results, and importantly, the ability to demonstrate integrity, honesty, and punctuality.

## **JOB REQUIREMENTS**

Monnit will provide on the job training for our products. Here is some of what is required:

- Excellent interpersonal and communication skills
- Previous experience in sales administration, or a similar role
- Proficient with MS Office Tools, NetSuite
- Able to type at least 30 wpm
- Have an aptitude for technical products

## **THE NEXT STEPS**

If this sounds like the perfect job for you... please feel free to apply. Go to our careers page on our website at <https://www.monnit.com/careers/> to read the job description and use our easy 3-minute online application to apply.