



04.02.2019

Sales Administrator

Type de contrat : CDI
Pays : Etats-Unis
Ville : New York
Savoir-faire : Administration des Ventes & Services Clients
Expérience : Débutants acceptés

Présentation de la société

Creations Metaphors

Mission générale

The Sales Administrator is a key role within the Sales Support group. He/She will serve as primary point of contact with our showroom partners and with the France headquarter for all operations. The Sales Administrator will process reserves and orders for our sales representative and will organize weekly shipments of products. Weekly sales reports, work on administrative paperwork and communication with our team abroad will be part of the daily tasks for this position. This position reports directly to the Sales Operations Manager.

Principales activités

Order and invoice processing
Work closely with Sales Operations Manager to drive strategy through discussions with sales team
Serve as main point of contact for Sales Teams (Agent) and address calls for most general business issues; escalate to Sales Operation Manager, as appropriate
Act as liaison/partner between the Sales Team and other internal customers
Identify opportunities and weaknesses within territories and make proposals to create value and increase operational efficiency
Continuously research and remain knowledgeable of industry trends and competition
Complete sales forecasts and sales activity reports and presentations in a timely manner
Receive clients in showroom and help generate internal sales
Prepare and submit reports on work activities
Ensure that work orders are complete and accurate
Communicate daily with French team

Profil du candidat

Character - Demonstrates unquestionable integrity in every aspect of work and dealing with others; Consistently models desired behaviors and values established by the company, Respects diversity of perspective in discussions and demonstrates an inclusive style
Collaboration - Effectively builds and maintains partnerships with clients, prospects and people at all levels across the company. Contributes to team and company success. Maintains flexibility and reacts to change appropriately. Communicates and shares information with candor that builds trust and enhances relationships
Administrative Management - Continuously manages administrative functions to ensure quality and timeliness;

Manages accurate and timely sales activity and performance reports, analyses report data to project trends and build forecasts, maintains accurate and complete client and prospect database

Strong communication and problem solving skills, fluent in both English and French is required, being able to process a high volume of product orders in a timely manner

Requirements:

BA degree required

Experience in related field

Excellent organizational, communication and interpersonal skills

Bilingual in French

Experience in the home and fashion textile industry

Ability to multi-task

Ability to prioritize own workload

Well versed in IT skills (Microsoft Office suite and CRM Systems)

Administrative or Sales background preferred

Detail oriented