



**JOB TITLE:** Sales Administrator

**REPORTS TO:** Inside Sales Manager

**RESUMES TO:** Deborah M. Doud jobs@insingermachine.com

**JOB DESCRIPTION:**

The Sales Administrator will work hand-in-hand with the Inside Sales Department and process all customer requests from initial contact to the submission of invoicing and payment of commissions to Insinger representatives. Follow up on all open sales opportunities and accurately document interactions with customers via a web-based tracking tool to convert 'initial' inquiries into product shipments.

**ESSENTIAL FUNCTIONS:**

- Meets and strives to exceed the productivity measurements as set forth by leadership
- Responsible for ensuring the timely input and creation of new sales opportunities into a web-based tracking tool and ensuring follow up actions are documented via Sales Force for the inside sales team to act upon.
- Liaisons with customers and directs communication to other team members in a timely and professional manner; answers and relays electronic and telephonic traffic
- Provides requested documentation to all customers in a timely and professional manner
- Effectively utilize accounting software to ensure all sales orders are created and documented correctly
- Ensures all commissions and rebates for outside sales representatives and dealers are correctly captured and paid upon the conclusion of a sale
- Confirms and inputs all shipping information and relays bill of lading information to the shipping department.
- Accurately tracks up-to-date information on customer information, sales interactions, follow-up opportunity steps, and manufacturing statuses in Sales Force
- When requesting information from departments, ensures professional and appropriate communication is established to maintain positive working relationships with all departments, both internal and external to Insinger
- Assist with the invoicing of service and warranty claims
- Acquires and maintains a working knowledge of Microsoft Outlook, Excel and Word, Sales Force, Alere, AutoQuotes and other tools

**QUALIFICATIONS:**

- High School Diploma required; Associates or Bachelor's Degree preferred
- At least 2 years' experience in a billing environment required
- Positive attitude, professional written and oral communication skills required
- Working knowledge of Alere, Sales Force and AutoQuotes preferred

**EEO/M/F/Disability/Vets/Affirmative Action Employer**

We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, protected Veteran status, or genetic information