

# **Sales Assistant Job Description**

## **Responsibilities**

- Supports sales, marketing and communication activities by tracking, updating, investigating, and reporting sales information

## **Duties**

- Maintains database by inputting orders, invoices and bill-back data
- Resolves order and inventory problems by investigating and identifying solution; notifying customers, reps and distributors
- Resolves promotional allowance and pricing discrepancies by researching promotion details and regular and special prices
- Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions
- Forwards purchase orders by entering request; arranging shipment; notifying customers, reps and distributors
- Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports
- Prepares with relevant editing tools all communication supports and documents by compiling data; developing presentation formats, emailing, promotional panels and flyers for shows, website and commercial presentations)
- Update existing website pages based on technical and commercial inputs
- Establishes and maintains press contacts in order to publish press release and articles
- Updates managers by consolidating, analyzing, and forwarding daily action summaries
- Accomplishes department and organization mission by completing related results as needed

## **Skills and Qualifications**

- Data entry skills, reporting skills, administrative writing and phoning skills
- Understanding the customer, customer focus
- Informing others
- Self-development
- Attention to detail, professionalism
- Microsoft Office, Publisher Skills
- French and English fluent speaking, German appreciated
- Teamwork