

## **Executive Sales Assistant / Administrative Sales Support Job Summary**

Bend Radio Group is looking to fill the position of Executive Sales Assistant. This role requires a reliable, task-oriented person that will work directly with the General and Sales Managers of the company, performing a number of sales related administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment. This is an excellent opportunity to join a growing company with competitive compensation.

### **Duties and Responsibilities**

- Answering phone & email inquiries, and providing basic company information
- Comfortable performing administrative duties, taking memos, maintaining files, and organizing documents.
- Prepares information and research, compiles data, and develops presentation formats and materials for sales presentations and client meetings.
- Maintains customer database by inputting customer profile and updates; preparing and distributing reports.
- Creates production orders, promotional requests, and enters sales orders.
- Contact clients to answer basic procedural questions or to set up meetings, copy, payment, etc.
- Collaborate with the sales staff.
- Plans/organizes and implements events such as meetings, business luncheons, or client dinners.
- Manages executive schedule and acts as liaison for executive team.
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings.
- Handles confidential information.
- May help plan company events, meetings, and employee team building activities or special projects.

### **Skills**

- Positive, helpful, outgoing attitude.
- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Comfortable in both a leadership and team-player role

- Answers phone inquiries, directs calls for executive team
- Able to perform all clerical duties, taking memos, maintaining files and confidential information, organizing documents as needed.
- Familiarity with CRM Systems such as Salesforce.

### **Requirements and Qualifications**

- Able to work with team members within the organization as well as meet with clients in a variety of roles.
- Bachelor's degree in business administration or related field preferred
- Three to five years' prior experience in mid- to senior-level administration, business, management, or related field
- IAAP Certified Administrative Professional (CAP) or professional certification in office management is a bonus
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updating calendars a must.
- Excellent written and verbal communication skills
- Able to concentrate on multiple problems/tasks at once
- Excellent time management and prioritization skills
- Valid Oregon driver's license and safe driving record preferred