



Job Description

Job Title: Sales Support Specialist / Administrative Assistant
Department: Atlanta Office
Reports to: Branch Manager
FLSA Status: Non - Exempt 8:00 am – 5:00 pm, Monday – Friday (40 hours per week)
Revision Date: February 22, 2019

Summary:

Provide administrative support to the Atlanta Branch by performing the following:

Essential Duties and Responsibilities:

- Promote Systel with a positive attitude, professional conduct, and professional appearance at all times.
- Answer a multi-line phone system and assist with customer calls.
- Greet customers with a professional attitude over the phone and in person.
- Exhibit positive initial impressions on visitors personally and in the surroundings around you and you must have a neat work area at all times.
- Distribute all incoming mail daily.
- Process all outgoing mail daily and make mail drops at the post office when needed.
- Maintain postage meter and updates and upgrades / add postage when needed.
- Oversees general office affairs such order supplies, first aid kits, maintain orderliness, coordinate improvement projects.
- Maintain business licenses and make sure are up-to-date and properly displayed.
- Call, email, and discuss all office issues with Landlord and Corporate Management.
- Assist Sales Department by producing customer proposals and assisting with miscellaneous paperwork.
- Scan and forward all weekly sales reports, expense reports and various other documents going to Corporate.
- Assist Regional VP in recruiting efforts and with the onboarding of new employees.
- Responsible for the coordination of customer events and VIP demo visits.
- Responsible for preliminary check on sales paperwork before final approval by VP.
- Research customer base to get information for sales & service department, via Compass
- Prepare and process month end sales orders/ lease, purchase, rentals, in-house, CPC, MFPs, and installs orders every month for Sales Reps.
- Scan and process completed orders into DocRecord, maintain accurate records with a Branch Log number monthly.
- Enter and export scanned sales order log data out of DocRecord and into spreadsheet monthly to send to management.
- Mail original sales order log and all sales orders via UPS monthly to appropriate corporate staff.
- Type and enter Account Manager's DAD forms into Compass / enter as much customer information as needed into database



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- Forward and assign leads to Account Managers accordingly and monitor lead spreadsheet.
- Create monthly sales spreadsheets and assist in weekly call-off meetings.
- Be available to assist the VP in order to accomplish special projects.
- Assist in other departments as needed.

Qualifications: Must have the ability to communicate orally with vendors, customers and employees. Must have basic clerical skills to include Microsoft Word and Excel, filing, typing, etc. Must have the ability to operate office machinery (copier, fax, computer, multi-line phones, etc.) Must have a minimum high school diploma or equivalent plus two years' work history in a position(s) requiring similar responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.