

This Sales Administrator job description template includes key Sales Administrator duties and responsibilities. You can post this template on job boards to attract prospect applicants.

Job Brief:

We are looking for a qualified Sales administrator to join our sales team and help us achieve our goals. You will serve as a point of contact for customers with queries about products, orders and deliveries and provide support for [sales representatives](#).

Our ideal candidate is goal-oriented and has a deep knowledge of customer service best practices. If you have exceptional organizational skills and draw energy from being part of a team, we would like to meet you.

Ultimately, you should be able to contribute to high quality customer service and achieve sales targets.

Responsibilities:

- Process orders via email or phone
- Check data accuracy in orders and invoices
- Contact clients to obtain missing information or answer queries
- Liaise with the Logistics department to ensure timely deliveries
- Maintain and update sales and customer records
- Develop monthly sales reports
- Communicate important feedback from customers internally
- Ensure sales targets are met and report any deviations
- Stay up-to-date with new products and features

Requirements:

- Proven work experience as a Sales administrator or Sales support agent
- Hands on experience with CRM software and MS Office (MS Excel in particular)
- Understanding of sales performance metrics
- Excellent organizational and multitasking skills
- A team player with high level of dedication
- Ability to work under strict deadlines
- Certification in Marketing, Sales or relevant field is a plus