

Sales Administrator, Slate

Compensation: \$ 19.00 – 25.00 /HR

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

This position is for our studio Slate, Colorado's premier commercial furnishing contractor.

Job Summary:

As a Sales Administrator, you will play a crucial role in supporting the sales team and ensuring the smooth and efficient functioning of the sales process. You will be responsible for handling administrative tasks, managing sales-related documentation, and providing essential support to the sales team and customers.

Essential Functions

- Be a business and industry expert, so that you can be a knowledgeable consultant to our clients and prospects. This includes all the facets of our marketing and selling plans, the specific products, and services we provide as well as the procedures and tools we use in the process.
- Research project solutions and provide knowledgeable support to the Account Managers allowing them to do their job more effectively and successfully.
- Preparation of quotes, labor estimates, bid submittals, and preparation of presentation materials, etc.
- Liaison for all internal and external players in project from start to completion of job.
- Maintain customer files and electronic filing.
- Maintain client standards information to expedite and improve our response to regular customers.
- Customer reporting, mailings, or other miscellaneous clerical support that is needed.
- Other duties as assigned.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent sales and customer service skills.
- Excellent organizational skills and attention to detail.

- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience

- High school diploma or equivalent.
- Experience in Sales Administration in the contract furnishing industry.

Core Competencies

- Communication
- Teamwork
- Problem Solving
- Adaptability
- Attention to Detail

EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.