

Bullseye Glass Co.

Job Description

Department: Sales Department

Position: **Sales Administrative Assistant**

Lines of Responsibility

Reports to: Sales Manager
Supervises: N/A

Essential Functions

Sales by Customer & Sales by Salesperson Report
Estimated sales report
Frequent buyer tracker
Lancaster Art Glass – vendor.
Run inventory reports
Frequent communication between: Sales, IT and Production.
R&E orders
UPS claims
BISS, Packaging and Adjustments
Daily MOM/POP reports

Other Functions

Special Production
Publish and distribute reports to: Sales Manager, Owner, Controller, Marketing Director and Marketing Supervisor
Update sales documents
Gift Cards
Assist with the bi-annual Bullseye Conference
Assist with trade show preparation

Requisites (Experience, Education, Training, Skills)

College degree
Two – three years' administrative experience (in a sales and/or manufacturing environment a +)
Computer competency including: Word, (strong) Excel, Access, Outlook and CRM database experience a +
Good organizational skills
Good communication skills
Accuracy a must.

Physical requirements / Use of Senses

Sitting: Frequently. To accomplish necessary desk work.
Standing/walking: Occasionally. To move throughout employee work areas and to check glass orders prior to shipping.
Lifting/carrying: Occasionally up to 30 lbs. Packing and shipping Lancaster Art Glass and R&E orders
Handling/grasping: Frequently. To deliver reports, package glass, and stapling.
Speaking/hearing: Frequently. To speak with employees.
Finger dexterity: Frequently. To work with the computer.
Near vision: Frequently. For reading reports and for data entry.
Far vision: Occasionally. For maneuvering about the facility.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees, and outside agencies.
Time/deadline/shift/overtime requirement: Frequently. Job requires considerable organization and time management to complete documentation.
Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.

Critical judgment: Frequently. May need to identify problems or assess situations quickly and be able to determine needed action.

Positive attitude: Continually. Essential when working with different departments.

Operation of Equipment / Tools

Computer: Frequently. For entry and calculation of most data and information.

Photocopier: Occasionally. To make copies of information.

Telephone: Frequently: To communicate with employees and outside vendor(s).

Writing instruments: Frequently. To facilitate communication and recordkeeping.