



## Sales Administrative Assistant

**Who we need:** We are looking for an experienced **Administrative Assistant** to join our sales team. The primary purpose of this position is to work with Executive Assistant to CRO of Sales to assist with various facets of the company's sales activities including demo requests, sales of demo equipment, travel arrangements, meeting planning and coordination, monthly reporting, various administration duties and special projects as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for all inbound and out bound demo requests and for keeping demo inventory current.
- Responsible for inventory count (4) times a year. Moving and lifting equipment, up to 10 lbs.
- Work with the service and production departments on demo units.
- Help manage returns by entering returns in the ERP (E1) system, including printing paperwork and gathering the correct equipment for the return and hand carry to operations manager.
- Monitor and process sales of demo equipment online through EBay and similar sites.
- Plan and coordinate various Sales and Marketing meetings both on and off site, including creating meeting agendas.
- Responsible for ensuring that customers return completed Laser Evaluations in a timely manner, including sending out invoices to customers who do not return evaluations. Updating the CRM and monitoring reports on laser evaluations and returns.
- Entering of demo sales orders into the ERP (E1) system as well and updated CRM as needed.
- Update monthly reports for various sales functions.
- On going database projects for CRM.
- Main point of contact for annual sales meetings.
- Responsible for Court packets as needed by police agencies.
- Responsible for various administrative support functions including, filing, making copies, binders, scanning documents, etc.
- Provide real-time scheduling support by booking appointments and resolving scheduling conflicts.
- Back up receptionist position as needed for break and lunch coverages.
- Other duties as assigned.

### REQUIREMENTS:

- Candidate must have 1-3 years of related administrative experience.
- High School Diploma /GED or equivalent work experience.
- Inventory count experience a plus.
- Strong working knowledge of MS Office Suite including Word, Excel, and PowerPoint, SmartSheet.
- Familiarity with CRM software preferred.
- Experience working in an ERP system helpful, Oracle E1 a plus.
- Must be able to write professionally, have proofreading skills and be proficient on the phone.



- Experience creating flow charts for process improvement helpful.
- Must be able to work with and maintain confidential information and projects.
- Superior organization skills and dedication to meeting project timelines.
- Work in a team environment and as an individual contributor.
- Must be able to work under pressure and meet deadlines.
- Must be able to lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.
- This position is a hybrid WFH and in the office.
- This position is in the office. There may be a possibility to WFH up to 2 days per week after fully trained.

This full-time exempt position is eligible for all LTI benefits including employer paid medical, dental, life, disability, and 401k with a match, and more. The pay for this position has a minimum of \$17.00 per hour. The actual pay rate offer may be higher as we carefully consider a wide range of factors, including your skills, qualifications, experience, and location. Also, certain positions are eligible for additional forms of compensation such as bonuses.

**How to apply:** Qualified candidates please forward resumes to [lpowles@lasertech.com](mailto:lpowles@lasertech.com) Please reference job req # 12622S in the subject line. No agencies or headhunters please.

Laser Technology, Inc. is proud to be an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, marital or veteran status.