

## Sales Administrator

**Category:** Sales

**Type:** FT / Regular

**Description:** Assist the sales team with developing and producing quotes including but not limited to: complying information, editing, tracking using Excel, create and maintain files, mailing.

- Process work orders
- Data management (ACT)
- Maintain CDA file, tracking
- Compose and type letters
- Minimize workload of sales staff members: assist with travel arrangements, making sure all marketing tools are available
- Have a thorough understanding of the sales numbers and coordinate accurate data for sales tracking and forecasting.
- Manage incoming sales inquiries and distribute leads to appropriate sales personnel
- Assist with supplying figures for monthly forecasting, expense reporting and budgeting for the sales team.
- Ability to create and manipulate Excel spreadsheets that explore various sales scenarios
- Various projects as assigned

### Requirements:

- Exceptional customer service skills and superb organizational skills.
- Ideal candidate will be very detail oriented, and have excellent written and oral communication skills. Word, Excel and Outlook experience a must. Accurate & efficient MSOffice including typing and computing skills.
- A willingness to contribute to team effort. Innovative ideas.
- Must be able to work independently, while handling multiple tasks.
- This position will also require a "can-do" attitude
- Ability to deal tactfully and professionally with internal personnel and external customers.
- Strong team player with the ability to multi-task and work/act decisively and independently.
- Must be able and willing to drive the large proposal process through several intra-company departments in a timely, organized fashion.
- Strong work ethic, high energy, "do what it takes to get the job done" attitude along with good organizational and communications skills are essential to be successful here.

**Location** Burlington, MA

**Minimum Experience (yrs):** at least 2 years of general office experience

**Required Education:** Associates Degree

### Benefits:

Medical and Dental Insurance

Life/AD&D Insurance

Paid Time off (PTO)

Employer Paid Short and Long Term Disability Insurance

Educational Assistance

401(K) Plan

Flexible Spending Accounts

Please send your resume to [slevesque@hyaluron.com](mailto:slevesque@hyaluron.com)

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