



Sales & Marketing Administrative Assistant

Position Summary

The Sales Administrative Assistant job provides clerical and operational support to the COO and the Sales Team in planning, coordinating, and completing all required tasks for the sales process of the Company's products. The responsibilities include but are not limited to taking phone calls, doing paperwork, liaising with clients, organizing meetings and events, handling correspondence, and event planning.

Company overview

SharpLogixx LLC is located in the heart of Green Bay, WI. Our SmartRayVision products have the most sophisticated X-Ray software technology in the world. We are looking for a Marketing and Sales Administrative Assistant to join our team in supporting sales and marketing functions for the Military EOD, Public Safety, and other government agencies. SmartRayVision people are problem-solvers who embrace the complex and never give up on the difficult while sharpening their talents and making an impact.

Duties and Responsibilities

- Provide COO and Sales Team support to ensure efficient operation of the department.
- Effectively communicate via phone, email and video conference, ensuring all duties are completed accurately and delivered with high quality and in a timely manner.
- Manage emails/incoming calls throughout the day answering and responding to customer inquiries regarding products or services.
- Collate meeting and event notes and action items to maintain and drive a follow-up system that encourages follow-through with assigned projects.
- Respond promptly to customer requests for pricing, delivery, and technical information.
- Create and maintain client, dealers, and product information lists for distributing information.
- Develop product knowledge through involvement in the team and Company meetings when appropriate. Stay up-to-date with new products and the future.
- Be the liaison for customers and dealers while working with the internal Support Services Team and others to solve client issues, concerns, or RMAs.
- Complete/submit Sales RFP/RFQ direct or with dealer to Sales Order; track timing/results.
- Handle online registration and complete form W9 for client application.
- Create, deliver, review, track and update quotes and other opportunities in NetSuite.
- Coordinate sales demo system – determine system availability, schedule, update NetSuite, task creation, system prep, and create shipment notification. Schedule remote training if no sales person is available.
- Register and coordinate trade shows and events. Monitor and/or conduct after show follow-up.
- Coordinate with client or dealer if onsite Client events/demos. Schedule, staff and definite equipment needed.

- Verify opportunity/pricing and work with the internal team to select ship date when new Security POs arrive.
- Keep updated on State Regulations including state taxes, etc. for all current and future Clients.
- Keep record of sales trends and provide sales internal reporting information as needed.
- Update/Create product marketing materials – brochures, spec sheets, etc.
- Update documents for product/sales pricing.
- Update website and social media materials.
- Provide occasional phone coverage for the Support Services Team, as needed.

Skills and Abilities

- Self-motivated
- Highly dependable
- Professional phone presence and interpersonal skills
- Expert Google Doc and Microsoft Office computer skills
- Ability to work independently while juggling multiple priorities and deadlines
- Ability to prioritize
- Excellent organizational skills

Education and Experience

- Minimum four years of demonstrated experience in a comparable role with direct customer contact
- NetSuite ERP or other like systems experience, a plus
- Military or law enforcement knowledge/experience, a plus

Physical Demands

- Some lifting with assistance

Travel/Hour

- Potential trade show travel
- Possible work required outside standard office hours

As An Employee You Will Receive

- Competitive compensation based on experience
- Eligibility for annual pay increases based on company & individual performance
- 6 paid holidays and 1 floating holidays each year
- Start with 120 hours of PTO after completing 60 day waiting period
- Medical/Dental
- Vision paid insurance for employee(spouse and children added w/ premium)
- Company paid life Insurance
- Company paid short term and long-term disability
- Up to 4% 401k match starting day one of employment
- Employee Assistance Program
- Monthly Employee Engagement/Wellness events