

2. SALES ADMINISTRATION ASSISTANT

Job Duties:

- Answering phones and directing calls.
- Preparing electronic and hard copy correspondence for sales staff.
- Making travel arrangements.
- Preparing sales reports.
- Providing other admin support, as required.



Qualifications:

- 3-15 years of Canadian experience as an Administrative Assistant
- At least 3 years of recent experience as an Administrative Assistant in a Canadian product sales department
- Experience providing admin support to several staff.
- Experience using modern software tools to create and administer sales documentation.

Education: Some post-secondary education is required.

Salary Range: \$35,000 - \$40,000.