

Super Inspector Sales Administrative Assistant

The Sales Administrative Assistant must be a highly motivated individual who is eager and ready to accept additional responsibilities when needed. This position is primarily responsible for providing administrative support to the Sales and Marketing Director and Field Sales Team Leads. The ideal candidate has a friendly demeanor, the ability to learn new computer programs, can multitask and complete projects in a timely manner. This person should demonstrate exceptional customer service and problem-solving skills.

Responsibilities Include:

- Daily and weekly reporting including, but not limited to, sales metrics, payroll data, budget and daily inspections schedules
- Manage all aspects of the CRM
- Distribute leads to the sales associates
- Liaise with Marketing to ensure the field reps have all necessary materials
- Maintain an accessible and organized filing system for all pertinent documents
- Provide assistance to management team members and executives as needed
- Take the initiative to streamline processes as needed
- Assist in planning team meetings and events
- Coordinate with the Field and the training school to schedule classes

Skills:

- Microsoft Office Suite: Outlook, Excel, PowerPoint, Word
- Experience with CRM software
- Organized, Self-Starter, Professional Demeanor
- Proven ability to handle a large workload in a fast-paced environment
- Excellent verbal and written communication skills

Super Inspector's Mission is to provide Opportunity and Super Experiences for our Team, Clients, Agents, and all we serve. Being a superhero is hard, and we will expect your best every day. We place a high priority on integrity, dependability, punctuality, extraordinary customer satisfaction and going above and beyond the job profile. We offer a great work atmosphere, competitive salary, flexible schedule, and healthcare benefits.