

Sales Assistant

Jorgensen Conveyor and Filtration Solutions is looking for a dependable, independent, enthusiastic individual to join our team as a Sales Assistant to support our Sales and Marketing department. The ideal candidate should be positive, energetic, and willing to work closely with employees throughout the company along with independent sales representatives and customers. The Sales Assistant will report directly to the Proposal Manager and will be responsible for taking on a variety of tasks that allow for the successful completion of planned sales programs.

Responsibilities include but are not limited to: assisting Sales and Estimating personnel in documentation and follow-up of incoming orders for both new systems and parts orders, as well as business development efforts and research on projects, markets, and customers. Internal and external communications regarding inquiries, proposals, and projects. Candidate will also compile reports and perform audits on internal processes for continual improvement.

Organizational skills and attention to detail are a must. We require an honest, responsible, self-motivated person.

Job Responsibilities

- Work with the Sales department to help advance Leads and RFQs that they receive in to the estimating team
- Work with the CRM program to help track the status of open RFQs and maintain metrics
- Daily order entry
- Communicate with customers on a daily basis
- Run Sales reports to track Sales metrics and Sales progress
- Navigate through customer portals to assist estimating team
- Answer telephone calls and assist customer's needs
- Assist in developing PowerPoint presentations for sales staff
- Assist in organizing events, conferences, and other meetings
- Attend trade shows to support sales/marketing teams

Required Skills / Knowledge

- Strong work ethic and ability to multi-task and prioritize projects
- Extremely detail oriented
- Strong analytic skills
- Strong organizational skills
- A positive attitude – and willingness to learn
- Bachelor's degree preferred or equivalent work experience
- Excellent written and verbal communication skills
- Experience working in a Manufacturing, Machinery, or related environment a bonus
- Exceptional interpersonal skills and rapport building
- Microsoft 365 and Office Suite and CRM experience