

## Sales Administrative Assistant

The Sales Administrative Assistant will support the marketing and sales efforts of the CEO/Founder and the Business Development Team to expand the business. The focus will be on scheduling meetings and conference calls, maintaining CEO's calendar and sales databases, ensuring materials are prepared and completed for all meetings.

### Responsibilities

- Responsible for maintaining sales pipeline in Salesforce platform
- Handles administrative tasks to facilitate the sales process including, but not limited to:
  - Coordinate follow up communication pieces (letters, MC cards, memos) after every meeting
  - Coordinate with appropriate department on deliverables
  - Meeting preparation and providing all needed materials (presentations, demo set up, executive research, due diligence, etc.) in a timely manner prior to the meeting to ensure meeting success
- Schedule meetings and conference calls with expansion opportunities and new prospects and ensure they are logged in Salesforce
- Debrief with producer after meetings to determine deliverables, next steps, and next tasks. Follow up with producer continuously through task completion.
- Review and understand CEO calendar to ensure CEO is on-time and prepared for meetings
  - Finalize materials presented and understand format for presentation
- Assist marketing department with leads lists, email campaigns, and materials
- Work on ad-hoc projects as requested

### Qualifications

#### Education and Experience

- College degree
- 4 - 6 years prior sales support role
- 2+ years' experience working with C-level executives

#### Skills

- Strong attention to detail and follow-up propensity
- Strong proficiency in verbal and written communication skills (e.g. ability to ask the right questions)
- Ability to work autonomously and perform well under pressure
- Strong organizational skills and ability to prioritize many tasks
- Salesforce.com, Microsoft Office Products
- Professional style and approach

### Mezrah Consulting Culture

- **Fun:** At the core of everything we do
- **Honesty:** Open and honest communication is paramount and valued
- **Integrity:** We stand behind our commitments to our employees and clients alike
- **Innovation:** We embrace change and are always thinking with a vision toward the future, creating new strategies and simplifying complex ideas
- **Focus:** Growing business by growing our people