



## **Administrative Assistant / Sales Support Coordinator**

Wellons, Inc. is searching for a full-time **Administrative Assistant/Sales Support Coordinator** to join our team. This position will be responsible for a wide variety of clerical and administrative duties to support the General Manager and Sales staff of Wellons, Inc. and two additional divisions.

Qualified candidates must have above average computer skills, as well as excellent written and verbal communication. This position requires someone who is highly organized and flexible in order to prioritize multiple tasks and requests. As part of our team, the ideal candidate should be motivated to learn and willing to assist beyond the normal scope of the position when required.

### **Essential Job Functions**

- Assist with the preparation of sales proposals with a high degree of accuracy and timeliness; requires attention to detail, excellent grammar, spelling, and the ability to format, proof-read, and edit.
- Compose cover letters and general correspondence accurately and professionally.
- Ensure final proposals and pricing are distributed, routed, and archived following established procedures.
- Create, manage, and update document templates and forms using Word and Excel.
- File management including archiving of electronic and paper files accurately following a standardized format.
- Monitor and respond to incoming emails in a timely manner.
- Format and distribute sales reports on a weekly basis.
- Manage customer contacts in Outlook; maintain and update customer contact lists.
- Make travel arrangements as needed for staff: air travel, car rental, hotel.
- Serve as back-up for attending weekly meeting and take/transcribe minutes for distribution.
- Assist with Marketing projects.
- Other duties as assigned.

### **Specific Requirements**

- Minimum 2 years of Administrative Assistant experience.
- Strong computer skills - intermediate to advanced proficiency in MS Office: Word, Excel, Outlook, PowerPoint and Adobe Acrobat a plus. Typing 70+ WPM.
- Ability to be productive and efficient with a fluctuating workload and changing priorities and remain organized while handling tasks and requests from multiple sources.
- Self-starter. Must be comfortable with taking initiative to follow-up with department staff in order to complete given work and meet deadlines.

### **Benefits**

- Vacation & Sick Time
- Medical, vision, dental insurance
- 8 paid holidays
- Profit sharing & bonuses
- Onsite fitness center
- Casual Fridays
- M-F 7am – 4pm