



## Sales Administrator

We are looking for a qualified Sales Administrator to join our team and help us achieve our goals by supporting local and remote sales team. You will serve as a point of contact for customers with queries about products, orders and deliveries and provide support for sales representatives and the SVP of Worldwide Sales.

Our ideal candidate is goal oriented and has a deep knowledge of customer service best practices. If you have exceptional organizational skills and draw energy from being part of a team, we would like to meet you.

## Essential Job Functions

- Process orders.
- Check data accuracy in orders and invoices.
- Contact clients to obtain missing information or answer queries.
- Work with the other departments to ensure timely deliveries.
- Maintain and update sales and customer records.
- Develop sales reports.
- Communicate important feedback from customers internally.
- Ensure sales targets are met and report any deviations.
- Stay up-to-date with new products and features.

## Qualifications and Requirements

- Minimum of two years of work experience as a Sales administrator.
- Strong working knowledge of Salesforce is required.
- Advanced Microsoft Excel, PowerPoint, Word and Outlook skills are required.
- Understanding of sales performance metrics.
- Excellent organizational and multitasking skills.
- A team player with high level of dedication.
- Ability to work under strict deadlines.
- Certification in Marketing, Sales or relevant field is a plus.

Burk Technology designs and manufactures remote monitoring and facility control systems for mission critical applications, with thousands of active installations across the US and around the world. Founded in 1985, Burk brings over 30 years of innovation and continuous improvement to facility control, setting the standards for reliability, flexibility and ease of operation.

Burk Technology offers competitive salaries and a comprehensive benefits package. For additional information on this opportunity, please email [hr@burk.com](mailto:hr@burk.com).