



Sales Support Coordinator/Salesforce Administrator

SAE is a growing business with an exciting future. SAE manufactures a number of innovative environmentally friendly, long-life products tailored specifically to corrosion and electrical grounding challenges. For more information, visit www.saeinc.com.

At SAE, we offer:

- A competitive compensation and benefits package
- Flexible vacation time
- Room for advancement within the company
- Regular employee events and social get-togethers
- Comprehensive training programs

Reporting to Business Development, the Sales Support Coordinator is responsible for supporting members of the sales team, managing Salesforce, and sales-related administration and logistics.

Key Responsibilities:

Sales Support

- Supports the sales team by managing schedules, monitoring progress, filing documents, communicating relevant information to team members, and proposing continuous improvements
- Manages client sales data including Salesforce CRM updates, issuing quotes, managing purchase orders, forwarding sales orders to production, collecting and recording customer performance data, and coordinating with accounting for invoicing
- Provides on-going support with Salesforce CRM to the sales team
- Creates reports, updates, and provides data to sales team members as necessary
- Contributes to establishing quotas and quarterly targets
- Communicates with clients and customers; informs them of unforeseen delays or issues

The successful candidate must have:

- Excellent attention to detail and accuracy
- Exceptional communication (written and verbal) and interpersonal skills
- Critical thinking and problem-solving skills; adept at math and forecasting
- Unparalleled initiative - sees something that needs to be done and does it!

- Efficient organizational skills; must be able to manage large amounts of client information
- Must be self-motivated; take directions and then take initiative to follow through on a variety of sales-related duties
- Must have strong time management skills and the ability to work effectively under pressure with simultaneous deadlines



Required Qualifications:

- **Must** be proficient with Salesforce CRM and Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Minimum of 5 years' experience in an administrative role with sales support responsibilities
- Post-secondary diploma or degree in Business Administration or a related discipline
- Knowledge of QuickBooks is considered an asset