

# Sales Administrator

## Job Description

Singer Vehicle Design is looking for a Sales Administrator to assist the department head across all operational activities in support of further developing and maximizing its business globally.

## Role and Responsibilities

- Assist department head with all areas of the sales and client related processes
- Establish and retain strong relationship with high-level prospects/clients, partners and contacts
- Understand, keep abreast of, and comply with federal, state and foreign regulations that affect sales
- Execute and maintain prospect/client identification among other touch points within CRM database
- Develop detailed work instructions and informational logs for all sales/client related tasks
- Manage department's special projects throughout company growth
- Provide high-quality, professional, technical and/or nontechnical education and expertise to prospects and partners, including topics such as: brand history/values, customer experience, current/future technology, performance, application and overall benefits
- Report to the department head regarding objectives, planned activities, reviews, and analysis

## Job Requirements

- High School Diploma
- 3 – 5 years of related experience
- Aptitude to interface with high level individuals, executives, company associates, and vendors
- Team oriented, strong ability to multi-task and work in a fast-paced environment and to multiple deadlines
- Synergistic approach to relationships across all departments to maximize resources and impact
- Passion to ensure every point of contact is an excellent experience
- Professional appearance, extremely strong communication and interpersonal skills; both oral and written
- Strong organizational skills with the ability to prioritize effectively and efficiently

## Preferred Skills

- Bachelor's Degree in Business Administration or other related study
- Previous customer service or sales experience within the luxury automotive field
- Detailed knowledge of Singer Vehicle Design's history, heritage and restoration services
- Advanced proficiency with computer systems, specifically Microsoft Office Suite and CRM database

