



JOB POSTING

Position: Sales Administrative Assistant

Hours: 8:00am to 5:00pm, Monday through Friday

Opening: 1/15/2012

Salary: Determined by qualifications and experience

BACKGROUND

Engineering Design Team, Inc. (EDT) specializes in high-speed interface products that link devices such as digital cameras, high-resolution scanners, simulation systems, test systems, and telemetry receivers to a variety of computers. Since our founding in 1987, EDT has aspired to provide interface solutions to scientists and engineers worldwide in the scientific, industrial and military communities.

JOB OVERVIEW

The Sales Administrative Assistant is an entry level position that provides administrative and sales support to the Business Development Manager, the Sales team, Procurement and the Accounting team in order to manage sales requests, order entry and follow-up. In addition, the Sales Administrative Assistant will communicate with customers and provide sales information reporting. The Sales Administrative Assistant is primarily responsible for processing customer purchase orders and change orders into SyteLine (our sales and manufacturing database). This involves ongoing communication with the customer to verify the accuracy and completeness of each order entered and to ensure that the product configuration is correct and matches the customer request. The Sales Administrative Assistant provides excellent customer service and issue resolution throughout the customer procurement process to ensure timeliness of delivery and customer satisfaction. EDT is a government cleared facility and applicant may be subject to a background check.

REQUIREMENTS

- Must speak clear, fluent English
- Strong interpersonal skills and an ability to communicate professionally via phone, email and in person
- Strong computer skills including, Word, Excel, Internet and sales databases
- Capacity to adapt quickly to a fast paced work environment and an ability to prioritize and meet deadlines
- Excellent multi-tasking skills combined with keen accuracy to detail
- Ability to work independently and with a team
- Interest and ability to learn technical aspects of EDT products and applications
- Problem solving and conflict resolution and negotiation skills
- A basic knowledge of computer technology

PRIMARY TASKS

- Act as primary contact with customer during all phases of order placement and processing to keep customer well informed of order status and to insure customer satisfaction
- Process customer purchase orders and change orders with accuracy and efficiency
- Develop strong cross-functional relationships with all departments including purchasing, manufacturing, shipping and engineering to facilitate order processing
- Enter and maintain customer information and files in sales database
- Attend weekly sales meeting and provide sales reports and projections
- Learn product information to facilitate quoting
- Perform other sales support duties as required
- Be cognizant of customer's perception of EDT and their procurement intentions

DESIRED ASSETS

- A Bachelor's Degree -OR- 5 years of sales support experience
- Experience working with government contracts
- Some technical knowledge of programmable logic, fiber optics, industrial digital cameras and/or telecommunications
- Export compliance background or training

Applicants are requested to submit a cover letter and resume to careers@edt.com (closing date – 2/15/12)