



Job Title: Sales Administrator  
Report to: President  
Location: Burlingame, CA  
FSLA: Non-Exempt

### Essential Duties & Responsibilities

#### Sales Admin Support

- Answer sales line and provide excellent customer service by addressing questions & forwarding calls to appropriate person or guiding them through B+N website to find information.
- Lead Management: Gather all leads and incoming sales inquiries to upload into NetSuite.
- Manage all incoming inquiries to forward to appropriate Business Developer or Account Executive by territory.
- Assist Sales & Project Teams by entering sample requests, custom samples, or internal sales orders.
- Manage office supply inventory.
- Coordinate all outgoing packages and deliveries from corporate office.
- Run reports in NetSuite requested by President, VP of Operations and other members of the Leadership Team.

#### Sales Analytics

- Research and analyze the market verticals (retail, hospitality, healthcare, commercial and workplace) to determine competitors.
- Analyze the leads to determine potential opportunities.
- Other lead or sales analysis as requested by the President.

### Requirements

- 2+ years previous administrative or office support experience.
- Analytic background highly preferred
- Professional demeanor, excellent communication and organizational skills.
- Ability to work in a fast paced, date driven environment.
- Inquisitive, driven nature and desire to learn.
- Possess strong organizational, interpersonal and reasoning skills.
- Adapt to varying workloads, able to multi-task under tight deadlines.
- Energetic, self-motivated team player with good work ethic.
- Strong comfort level on the phone addressing incoming sales calls.
- Ability to multitask with attention to detail, self-motivated team player.
- Proficient in Microsoft Word, Excel, Power Point, Outlook.
- Assume ownership of tasks, work independently with minimal supervision.