



SALES ADMINISTRATOR

The Sales Administrator will enter orders and new customers into the required databases, maintain stock inventory of specific product lines, and administer company sales app data entry for documentation, quotations, order confirmations etc. The Sales Administrator will answer general customer and dealer inquiries by phone, emails and in house, on location.

EDUCATION / KNOWLEDGE / SKILLS

- Post secondary education & relevant experience.
- 1-3 years of administrative, data entry or customer service experience
- Previous experience in heavy equipment, mining, construction or manufacturing industries.
- Customer focus: proven ability to build & maintain relationships through effective communication & strong interpersonal skills.
- Positive and motivated team player with a sense of urgency & attention to detail
- Working knowledge of MRP/ERP databases, Microsoft Office; including Excel,
- PowerPoint, Word & Outlook

RESPONSIBILITIES

- Enter & update orders in AMI's Job Boss & Blackbird systems.
- Liaise with other AMI departments including Design, Production, Inventory & Purchasing, to ensure timely fulfillment of orders.
- You will be the point of contact for the Blackbird Quoting App; adding new products, updating & maintaining inventory lists, setting up new dealers & providing dealer user support.
- Maintain Stock inventory
- As part of the Inside Sales Team, you will also provide back up support for the Sales Coordinators and the AMI Territory Managers, along with telephone support for the main business line.

WORKING CONDITIONS

- Office Environment

Use our online application form, or email your cover letter and resume to: careers@amiattachments.com