

Sales & Marketing Administrative Assistant

As an Administrative Assistant you will administer support to the Sales & Marketing Manager by performing customer service, fielding customer sample request, answering phones, purchasing functions such as preparing purchase orders, RFQ's, bookkeeping, processing mail, generating and expediting reports, filing and saving documents, word processing, data entry, shipping, etc.

This is a 40 hour full time position.

Position requires 2+ years as an Administrative Assistant with experience in Excel and Word, excellent communications skills and a strong customer service background. Experience with office equipment such as phone systems, copiers, printers and etc is preferred. Experience with Peachtree accounting is a plus.

Salary and benefits depend on education and experience.

Prefer a bachelor degree.