

**Sales & Accounting Dept. Assistant/Administrator** for our Shelton, CT worldwide Sales and Marketing headquarters. Join a small, dynamic team in a friendly working atmosphere, where you would have significant role in a growing environmental company.

The position will be fully responsible for supporting the Inside Sales department and assist with communications with manufacturers reps and distributors in the field. The ideal candidate will have excellent attention to detail, strong organizational skills and willingness to be part of a dynamic team.

### **Essential Responsibilities**

- Generate sales quotes in collaboration with sales representatives.
- Assist Inside Sales Representatives with basic sales e-mail follow-ups per set protocol.
- Salesforce CRM database management including lead entry, assigning follow-up calls for appropriate Inside Sales Representatives, updating data and researching to obtain missing information.
- Sales database report generation (from Salesforce and in Excel)
- Obtain quotes from vendors on products and/or shipping costs.
- Generate Proforma Invoices for prompt payment of orders.
- Notify US and export distributors of updated information regarding products, literature, pricing, etc.
- Assistance to the Accountant with invoicing/billing along with credit card processing.
- General office duties.

### **Requirements**

- High School Diploma.
- College degree strongly *preferred*.
- Three years of related experience. Additional education may be substituted for years of work experience.
- Microsoft Office experience, attention to detail and good phone skills.

*Excellent benefits package (including health insurance, 401K with matching, tuition reimbursement, flex hours).*