



## Sales Administrator

*Department: Sales & Marketing*  
*Reports To: Inside Sales Director*

### Summary

Tucker-Davis Technologies (TDT) designs, manufactures and sells highly innovative instrumentation to the neuroscience research market. TDT products are utilized in exciting experiments in university, government and private neuroscience labs all around the world.

TDT is seeking an energetic and highly-organized administrative professional to support the daily activities of the Sales & Marketing Department. The Sales Administrator is primarily responsible for clerical work including purchase order processing, invoicing, international shipping, filing, maintaining customer records, and handling customer phone calls. This role will also provide important travel and logistic support for equipment demonstrations at customer labs, exhibits at neuroscience conferences, educational workshops, and more. Successful candidates must be highly organized professionals capable of excellent communication and tracking many simultaneous details in an exciting and fast-paced work environment.

### Essential Duties & Responsibilities

*Detailed below are duties and responsibilities of position, other duties may be assigned.*

- Receive, verify, and enter purchase orders
- Process domestic and international shipments
- Issue sales invoices
- Maintain all sales and customer records
- Respond to customer inquiries by email and phone
- Coordinate travel arrangements for customer visits, tradeshow and other meetings
- Maintain the inventory of demonstration equipment and marketing materials
- Organize and prepare shipping of all demonstration equipment and marketing materials

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be highly organized, detail-oriented and self-motivated.
- Excellent verbal and written communication skills, required.
- Strong computer skills with knowledge of Microsoft Office applications, required.
- Knowledge of international shipping methods and customs, preferred.
- Team player with a healthy sense of humor, strongly preferred.



### **Education and/or Experience**

Bachelor's or AA degree preferred in business or a related field. One to two years related experience and/or training in sales administration; or equivalent combination of education and experience. Work experience in a professional environment is highly desired.

### **Language Skills**

Excellent verbal and written communication skills. Ability to effectively coordinate activity amongst the department and present information to customers, colleagues, management and other departments.

### **Mathematical Skills**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Reasoning Ability**

Excellent problem solving skills required. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with abstract and concrete variables.

### **Certificates, Licenses, Registrations**

Valid Driver's license.

### **Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. TDT is a nonsmoking environment.