Responsibilities:

* Manage inquiries and correspondence.
* Coordinate sales meetings and travel arrangements.
* Maintain accurate sales records.
* Collaborate with departments for seamless order processing.
* Assist in sales strategy implementation.

Requirements:

* Previous sales support/admin experience preferred.
* Excellent communication and organizational skills.
* Proficiency in Microsoft Office and CRM software.
* Ability to multitask and prioritize effectively.

Top of Form