

## **Sales Admin. Associate - [T/O: 2]**

### Job Summary

- Spigen's Account Operations Associate, under the supervision of account operations manager, will provide operational and administrative support to the department, ensuring impeccable, all-around customer service. An ideal candidate will be goal-oriented and have strong knowledge of customer service and best practices. This position will collaborate and communicate with customers within and outside the department in order to provide excellent sales support.

### Supervisory Responsibilities

- None

### Duties / Responsibilities

- Process sales orders as well as data entry and other relevant administrative tasks
- Analyze inventory and pricing for orders and invoices for data accuracy and integrity
- Provide clerical support for the department and maintain records
- Meet and exceed sales target and identify deviations
- Other related duties as assigned

### Required Skills/Abilities

- Excellent communication and customer service skills
- Self-starter with excellent communication and interpersonal skills
- Strong organizational skills with the ability to multitask and meet deadlines
- Intermediate proficiency in Microsoft Office Suite or Google Suite
- Intermediate proficiency in written and spoken English

### Position Detail

- This position requires work onsite.

### Education and Experience

- Individuals pursuing an undergraduate degree, preferably with a concentration in Business Administration, Communications, International Relations or related field

### Physical Requirements

- Must be able to remain in a stationary position over 70% of the time and constantly operate a computer and other office productivity machinery, such as a computer, calculator, copy machine, and computer printer.
- The person in this position frequently communicates with business partners and employees within and outside the department. Must be able to exchange accurate information in these situations.
- Must be able to lift up to 10 pounds.