

Job Title:	Sales Administrator	
Position Type:	Full-Time	
Job Description		

Reports to: Vice President of Sales & Marketing

About Steinhauser: From concept to shelf, Steinhauser works with customers to ensure brands make the best impression at every opportunity. Since 1905, a dedication to the craft of printing has guided the family business. Steinhauser has embraced technological and innovative changes, all the while maintaining our steadfast commitment to quality printing and excellent customer service. As a fourth-generation family business that is now 100% woman-owned, Steinhauser’s success comes from integrity and long-lasting relationships. That is the **Steinhauser Way**.

With respect and consideration for one another, and a strong belief in communication and transparency, at Steinhauser we accomplish everything as a team. We are proud of our people and the way we treat others. Once you walk through our doors, you will see why we have maintained some customer relationships for over 60 years.

Job Purpose: The Sales Administrator plays a crucial role in ensuring that the sales operations run smoothly and efficiently, allowing the sales team to focus on building relationships and closing deals.

Duties and Responsibilities:

Sales Support:

- Research new leads and prospective customers.
- Prepare and follow up on sales quotations and proposals.
- Maintain and update sales and customer records.
- Assist in pipeline analysis and forecasting.
- Participating in account planning sessions.

Customer Relations:

- Coordinate with production and customer service to meet customer expectations.
- Respond promptly to customer inquiries and provide information about products and services.
- Build and maintain strong relationships with customers.

Data Management:

- Utilize CRM software to manage customer data, track sales activities, and ensure all documentation is accurate and up to date.
- Generate sales reports and analyze data to assist the sales team in decision-making.
- Monitor and report on sales performance metrics.

Administrative Tasks:

- Schedule and coordinate meetings, appointments, and travel arrangements for the sales team.
- Tradeshow Prep and Post Show follow up.
- Organize and maintain the sales team's files and documents.
- Prepare and distribute sales and marketing materials.
- Prepare presentations for the sales teams, including the CEO for prospective customers/vendors.

Continued: Sales Administrator

Collaboration:

- Work closely with marketing to support promotional activities.
- Assist in organizing company events, trade shows, and other sales-related activities.
- Backup to the sales team.

Preferred Qualifications and Skills: A passionate individual who can deliver an exceptional experience for new and existing customers, every day. Strong management, project management, and organization skills. A business-related bachelor's degree or equivalent experience preferred. A minimum requirement of associates degree or equivalent experience.

Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.