



## JOB TITLE: SALES ASSISTANT

### JOB SUMMARY

The Sales Assistant will perform clerical and administrative support duties for the assigned sales team. The individual prepares and distributes various sales reports. Maintains files, schedules appointments and may make travel arrangements. Duties would also include handling inquiries about products and services of Colt. This individual frequently uses the computer, faxes, copiers and access various Microsoft software applications.

### CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES

- o Electronic filing, transmit open releases, prepare expense reports, build sales trip itineraries and generate call reports.
- o Create and update various spreadsheets, i.e. Microsoft Excel and Microsoft Word.
- o Office documentation, i.e. sales prospect, entertainment and promotional expense, material equipment, requisition and office supply request.
- o Reception relief.
- o Handles customer service disputes.
- o Website navigation and login authentications.

### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- o 2+ years experience in a similar or sales support function.
- o Aviation experience is highly recommended.
- o Extremely organized, Multilevel Communication, Interpersonal Skills.
- o Self motivated and has the ability to take on challenges and be responsive to change.
- o Exercise judgment and initiation in routine matters.
- o Communication skills in English (Second language a plus, but not required) .
- o Performs moderately difficult administrative and clerical duties under direct supervision
- o Proficient in Microsoft Excel, Word, and Outlook.
- o Excellent verbal and written communication skills.
- o This individual interacts primarily with their assigned sales team, sales administrative staff on assigned projects and the Sales Administrator. There may be interaction with employees in other functions as required.
- o This individual also interacts with vendors and customer, greeting visitors, answering and routing calls or scheduling.

### MINIMUM QUALIFICATIONS

- o Associates or Bachelor's degree preferred, but not required
- o High School Diploma or GED required

### CONTACT

- o Connie Owens, Sales Admin Mgr, email: [connieo@coltinternational.com](mailto:connieo@coltinternational.com)

QUESTIONS? CALL 1.800.626.0577

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