

Administrative Assistant – Sales Dept

Who we are: Laser Technology Inc. (LTI) www.lasertech.com is a company devoted to the design and manufacture of innovative laser-based speed and distance measurement instruments, using ISO compliant and continuous improvement techniques. We maintain an intense focus on providing laser measurement technologies which address real world needs and applications, including speed enforcement, accident investigation, forestry, mining, utilities and plant automation, to name just a few.

Our core products are engineered with pulse-laser technology (a.k.a. reflectorless measurement technology) resulting in the ability to measure both distances and speeds. We also specialize in tilt and compass sensors, allowing you to measure heights and volumes. Our mission from the beginning has been to provide quality products through innovation and dedication.

Who we need: We are looking for a Sales Administrative Assistant who will work with our Executive Assistant and the Chief Revenue Officer of Sales to assist with various facets of the company's sales activities including: demo requests and sales of demo equipment, making travel arrangements, meeting coordination, special projects, and general administrative support duties.

Job Duties include but are not limited to:

- Provide administrative support to the Chief Revenue Officer of Sales.
- Responsible for all inbound and out bound demo requests and for keeping demo inventory current.
- Monitor and process sales of demo equipment online through EBay and similar sites.
- Plan and coordinate various Sales and Marketing meetings both on and off site, including creating meeting agendas.
- Responsible for Laser Evaluations, including sending out invoices to customers who do not return evaluations.
- Entering of sales orders and returns in the ERP (E1) system as well and updated CRM as needed.
- Make travel arrangement for employees as needed.
- Update monthly reports for various sales functions.
- Main point of contact for annual sales meetings.
- Responsible for Court packets as needed by police agencies.
- Responsible for various administrative support functions including, filing, making copies, binders, scanning documents, etc.
- Provide real-time scheduling support by booking appointments and resolving scheduling conflicts.
- Back up receptionist position as needed for break and lunch coverages.
- Other duties as assigned.

Requirements:

- Must have 1-3 years of related administrative experience or a college degree with applicable experience.
- Extensive knowledge/experience working with Word, Excel, and PowerPoint.
- Familiarity with CRM software a plus.
- Must be able to write professionally, have proofreading skills and be proficient on the phone.
- Experience creating flow charts for process improvement a plus.
- Must be able to work with and maintain confidential information and projects.
- Superior organization skills and dedication to completing projects in a timely manner.
- Strong keyboarding skills a must.
- Work in a team environment and as an individual contributor as needed.
- Must be able to work under pressure and meet deadlines.
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How to apply: Qualified candidates please forward resumes to lpowles@lasertech.com
Please reference job req # 72419S in the subject line.

Laser Technology, Inc. is proud to be an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, ancestry, marital or veteran status.