

# SiCortex Job Description

## ***Position***

An experienced and highly professional sales administrator reporting to the Vice President of Sales and SiCortex sales team.

## ***Key Duties & Responsibilities:***

- Represent the sales organization in a positive and professional manner to internal and external parties
- First point of contact for customer inquiries to SiCortex headquarters; timely and accurate routing to correct sales executive
- Coordinate customer visits to SiCortex headquarters
- Ensure accuracy, completeness and timeliness of salesforce.com information
- Handle travel arrangements—car, hotel, flights
- Coordinate conference calls, team meetings, manage calendars for sales team
- Create professional presentations, reports, distribution lists, organization charts, territory maps
- Lead management and first call qualification

## ***Specific Skill Requirements:***

- Excellent software skills: extensive and expert knowledge of Outlook, PowerPoint, Word, Excel, Salesforce.com
- Proven ability to manage multiple tasks, peak work loads, projects and changing priorities
- Demonstrated sense of urgency and ability to operate in a fast paced and demanding environment; good team player
- Initiative, resourcefulness and problem solving ability to navigate available resources to get answers and resolve issues while ensuring compliance with company practices and processes.
- High level and proactive thinking skills to anticipate issues and make course corrections as required
- Demonstrated executive presence to interact effectively with internal and external senior executives
- Strong organizational skills with excellent attention to detail
- Ability to gather and organize complex data from multiple sources
- Confident and assertive with strong communication skills
- Demonstrated experience handling sensitive and confidential information