



Job Title: *Sales Administrator*

Reports To: *CEO*

Office Location: Irvine, CA

Who are we?

Custom Business Solutions was founded in 1994 and has been innovating the hospitality industry ever since. We help hospitality professionals build more efficient restaurants and bars and we need people like you to help make sure their business stays on track. Our dynamic team is seeking a passionate *Sales Administrator* with high-level organization and attention to detail. Custom Business Solutions believes that investing in their employees is key to their development and growth.

Job Description

As the Sales Administrator, you will provide support to the CEO and Sales Department in all areas. You will be the liaison between the CEO / Sales Department customer.

Main Job Tasks and Responsibilities

- Respond to all communication (voice/electronic) in a timely manner.
- Re-direct customers and vendors to appropriate personnel as necessary.
- Provide daily schedule updates to the CEO
- Prepare customer proposals for the CEO as needed
- Schedule customer/vendor appointments for the CEO and Sales Department.
- Any and all assistance required for the department

Education and Experience

- AA degree or above required
- 5+ years experience in providing senior level administrative support to sales executives
- Proficient in relevant computer applications such as MS Office (Excel, Word, Outlook) and a CRM system
- Accurate keyboard skills and proven ability to enter data at the required speed
- Exceptional business writing, spelling and communication skills

Personal Strengths

- Planning and Organization
- Problem solving
- Attention to detail
- Decision making skills
- Communication skills
- Confidentiality
- Ability to work under pressure
- Team Player

Physical Requirements

- Ability to sit, type and move around as needed



- Ability to work at the Irvine, CA office
- Ability to listen and speak clearly
- Vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Ability to lift and move up to 10 pounds

Perks of the Job

- Competitive Salary
- Paid Vacation/Sick Time
- Birthday Cake Celebrations
- Company-paid Health Insurance
- Dental/Vision/Life Insurance Coverage
- 401(k)
- Corporate Outings, Cookouts, Customer-Sponsored Lunches