

Sales Administrator

Job Description

Serve as a point of contact for our Distributors and Representatives with queries about products, orders, deliveries, compliance, samples, line cards and trade shows and provide analytical data and tracking as required by sales management. Act as liaison between customer and all internal departments.

NO SOFTWARE OR IT APPLICANTS PLEASE

Required Skills/Qualifications

1. Process orders-review all order details to ensure completeness and compliance, work with planner to verify delivery dates and up-date E2 as required, enter orders and send out acknowledgements.
2. Track orders to ensure that deliveries are met on schedule and that all packing, labeling and documentation meet customer specifications.
3. Coordinate trade shows, samples and marketing materials as instructed by sales management.
4. Provide customer service; shortage, miss-ships and etc.
5. Review inventory and recommend replenishment.
6. Maintain electronic files as per company standard.
7. Track and provide analysis as required by sales management.
8. Maintain all agreements; Distribution, Finders, NDA to ensure they have not expired.

Preferred Skills/Qualifications

- Prior sales support/administrative experience
- Highly organized and detail oriented
- Multi-tasking capabilities to work on multiple projects concurrently
- Basic knowledge of ERP Systems and MS Office
- Past history in customer support
- Good, positive communication skills with co-workers, customers & vendor
- Ability to work independently and/or in a team environment

Benefits ~

- 100% medical and 50% vision and dental insurance premiums paid by Rayotek.
- 401 K with matching.

Company Information ~

Rayotek Scientific, Inc., a San Diego based company, was founded in 1992 and has evolved into a multi-national corporation with extensive expertise in the engineering and fabrication of glass, sapphire, ceramic, metals and refractory products in high stress environments. Rayotek is located by the Torrey Pines State Reserve between La Jolla and Del Mar, Rayotek operates in a 30,000sq-ft state-of-the-art facility.

Rayotek has experienced a steady increase in business through industrial, aerospace and research industries and will continue to add technical professional staff to keep pace with growth.

See our websites for more information: www.Rayotek.com and www.rayoteksightwindows.com

This position involves information and hardware that is subject to International Traffic in Arms Regulations (ITAR). All applicants must be U.S. persons within the meaning of ITAR. ITAR defines a U.S. person as a U.S. Citizen, U.S. Permanent Resident (i.e. "Green Card Holder"), Political Asylee, or Refugee.

[Employment Application](#)