

## Job Description

We are looking for a **Sales Administrator** that excels in a high-paced multi-tasking environment.

### Position Primary Responsibility:

- Builds and maintains customer relationships with highly responsive follow-up.
- Prepare quotes, process purchase orders, and RMA's.
- Create high level reports regarding projected sales, conversion, or any KPIs.
- Provide technical sales support and liaison with engineering department.
- Maintain and update sales and customer records.
- Work closely with all internal departments to ensure customers' orders are leaving on time.
- Prepare daily, weekly, and monthly sales reports.
- Check data accuracy in quotes, purchase orders and invoices.
- Respond to incoming emails and phone calls in a timely manner.
- Update, follow up and maintain sales pipeline.
- Help with any other administrative tasks as assigned.

### Required Experience:

- Bachelor's degree in engineering or business or 5+ years' experience.
- Strong interpersonal skills and excellent written and verbal communication skills
- Entry level to experience in technical sales and/or optics/military/defense industries.
- Strong time management and organization skills
- Excellent computer skills, Microsoft Office suite including advanced analysis in Excel.
- Team player with high level of dedication with a no task is too small attitude.
- Ability to work with strict deadlines.
- Hands on experience with ERP system, CRM software.



www.plxinc.com  
40 West Jefryn Blvd.  
Deer Park, NY 11729  
Phone: 631.586.4190  
Fax: 631.586.4196

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Vision insurance
- 2-weeks' vacation
- 1-week sick time
- 10 paid company holidays
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- Salary: From \$75,000 + depending on experience.
- Experience Label: Defense or Aerospace (Preferred)