



Position: Sales Administrator

Department: Sales

Reports to: Director of Sales

Revision Date: March 13, 2023

About Us:

L Squared is a SaaS company building the next generation of communication solutions for the modern business that harnesses the power of data, analytics, and a simple user interface to organize, distribute and publish content that is dynamic, relevant, and personalized. “The L Squared Hub” is an industry-leading secure cloud content management and distribution platform that supports SMB and Enterprise allowing any business to easily take their critical information and present it to customers, employees, and decision makers either on demand or by scheduling. Featuring an off-the-shelf or customized platform, that creates immediate visibility to core business metrics, communications, or simply information to keep key employees informed by bringing data, analytics, and communications to the forefront that empower employees to be more knowledgeable, productive, and informed.

Our best-in-class user interface combined with our cloud platform turns any existing TV, digital display, dashboard, desktop, or mobile device, anywhere in the world, into a powerful communication medium that is relevant and personalized.

Fit:

We have grown rapidly over the past two years, supporting high-profile clients in the USA, Canada, Europe, South America, Australia, and Asia. We are gearing up for even faster growth and looking for motivated, passionate and intelligent team players that love to work in fast-paced, sometimes chaotic environments, who believe in integrity, mutual respect, quality work, and being customer obsessed to join our team.

If you think you would be a great fit for our team, please apply today.

About the Position:

We are in growth mode and need to hire curious, productive, smart, initiative-taking team players to join our team. The Sales Administrator is responsible for supporting the outside sales team by providing administrative assistance to ensure smooth sales processes and procedures.

This position involves coordinating sales activities, managing sales data, providing customer service, sales support, monitoring inventory, managing sales orders, reporting, managing sales systems, budgeting, and ensuring compliance with company policies and regulatory requirements.



What the Company Will Provide to You:

- A fun, fast-paced, open, and friendly work environment
- Competitive average salary
- Company benefits (after probationary period)
- Training
- Company events

Principal Responsibilities:

As a Sales Administrator, your duties and responsibilities include but are not limited to:

- Working closely with the outside sales team to ensure that all sales activities are well-coordinated and aligned with the company's sales strategy.
- Maintaining accurate and up-to-date sales data, including sales reports, customer databases, and sales forecasts.
- Responding to customer inquiries, resolving customer issues, and maintaining good relationships with customers.
- Supporting the sales team in all aspects of the sales process, including preparing quotes, proposals, and contracts, arranging meetings and appointments, and preparing sales presentations.
- Preparing regular sales reports and analyses, highlighting sales trends and areas for improvement; reports on sales trends, customer behavior, and other metrics to help the sales team make informed decisions.
- Managing and maintaining sales-related systems, such as CRM software and sales tracking tools.
- Ensuring that all sales activities comply with company policies and procedures, as well as relevant legal and regulatory requirements.
- Collaborating with other departments, such as marketing and finance, to ensure that sales strategies are aligned with company objectives.
- Other duties as assigned

Requirements and Competencies:

- High school diploma or equivalent; associate or bachelor's degree in business administration, marketing, or a related field is preferred.
- 2+ years of experience in sales administration, customer service, inside sales or a related field.
- Proficiency in Microsoft Office Suite, particularly Excel, and PowerPoint.



- Knowledge of CRM systems.
- Solid understanding of sales processes, marketing, and customer behavior.
- Ability to work independently and as part of a team.
- A high level of accuracy in data entry, order processing, and customer service.
- Communication, Data Analysis, Time Management, and Multitasking

Preferred Skills:

- Understanding of sales forecasting and the ability to create accurate forecasts is a plus.
- Certifications such as Certified Sales Professional (CSP) are assets.
- Experience working in a Software as a Service Company