

# SALES ADMINISTRATIVE ASSISTANT

*Eagle's Flight is recruiting a high caliber individual to join our Sales team.*

*The Sales Administrative Assistant will act as an internal support system for the sales team at Eagle's Flight. In order to be successful, the individual must be open minded, creative and have the ability to ask questions to mid - senior level executives, and function in a high paced, results oriented environment.*




*Sound like you? If so, find more details on the following page.*

## **In This Role You Will:**

- Coordinate our open workshop series
- Help with execution of sales and marketing outreach
- Help keep our CRM up to date
- Research contacts and organizations

## **You Should Have:**

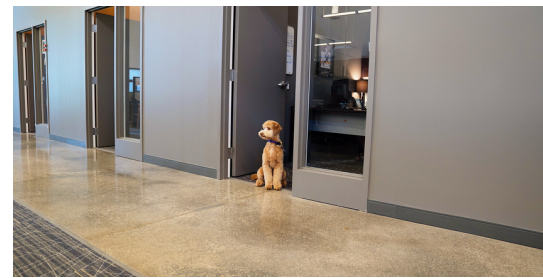
- 1-3 years of Sales Administrative experience
  - Good understanding of Microsoft Office
  - Experience with CRM
  - Comfort with social media platforms, such as LinkedIn
  - Strong writing skills to help with the creation of client communication
  - Experience working with multiple departments
  - Ability to influence other team members without authority at times
  - Some understanding of corporate structure and sales process is ideal
  - Efficient execution
  - Ability to manage own motivation, self starter
  - Strong attention to detail
  - Excellent organization and time management skills
  - The ability to prioritize effectively, meet deadlines and multitask
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# About the Team You'll Be Joining

*Exceptional Service · Absolute Quality · Genuine Friendliness  
· Leadership Excellence · Ethical Profit*

Our team is renowned for the ownership they take in the quality of their work and delivering incredible outcomes together. As a result, we are a close knit team that is energetic, and collectively owns creating a positive environment. We do this through our strong commitment to our values.

Eagle's Flight employees who demonstrate high performance and commitment have the opportunity for career development and advancement within our team.



## If this sounds like you, we'd love to hear from you!

To apply, please send the following **two things**:

1. Cover letter
2. Résumé

Applications can be sent to [comesoarwithus@eaglesflight.com](mailto:comesoarwithus@eaglesflight.com). Please include Sales Administrative Assistant in your subject line.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted. If you are a person with a disability and require accommodation to successfully apply, please email us to make your accommodation request.