



REBLING PLASTICS

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JOB DESCRIPTION

Job Title: Sales Assistant

Reports to: VP of Sales

Job Description: The Sales Assistant is primarily responsible for researching and identifying potential customers and contacts using multiple website and social media sources. He/she will also book travel, prepare reports and update the CRM database to assist other members of the sales department.

Job Functions: (specific examples, not intended as a complete list)

1. Research prospect companies and individuals and enter data into the CRM (Customer Relationship Management) database.
2. Prepare/coordinate/file quotations for new plastic molding projects.
3. Prepare reports for weekly sales meetings
4. Enter quarterly sales data.
5. Prepare expense reports for other members of the sales team.
6. Prepare sample mailings.
7. Schedule and book travel for other members of the sales team.
8. Assist with some accounting data entry tasks.

Knowledge and Qualifications: Two or four year college degree, preferably in related field. Must have experience with internet research and social media. Must have good mathematical aptitude and good written and verbal communication skills. Must work well independently and in a team environment. Must be familiar with terminology used for basic mechanical and electrical parts. Must be US citizen or permanent resident.

Employee Acknowledgement: I have read and understand the job requirements of my position with Rebling. I am also aware that this Job Description provides only specific examples of my responsibilities and is not intended to be a complete list.

By: _____

Date: _____

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