



Job Opportunity for Sales Administrator

Silvus is a fast-growing high-tech entrepreneurial company in the heart of West Los Angeles. The company delivers the most technologically advanced Mobile Ad-Hoc Networking (MANET) solution to multiple markets including: Commercial Broadcasting; Law Enforcement; Unmanned Systems; and Military, among others. Along with its successful MANET product line, the company also delivers on ground breaking research in the area of wireless data communications. The company has experienced rapid growth over the past 12 months and is expecting the rate of growth to continue with the introduction of new products and services.

The Opportunity

Seeking a highly motivated **Sales Administrator** for a small entrepreneurial high-tech communications company located in West Los Angeles

- **Must be a U.S. person** (U.S. Permanent Resident or U.S. Citizen) due to clients under U.S. government contracts.

Responsibilities

- Processing of Sales orders and managing administrative elements of the sales cycle
- Quote generation
- Assist with the management of the customer demonstration calendar
- Tracking status of sales orders, alerting customer of any delays
- Trade show planning and logistics
- Customer engagement via social medial (LinkedIn, Facebook, Twitter)
- Parts list management
- Datasheet printing
- Assist with general marketing efforts
- Review sales orders for accuracy
- Maintaining and organizing sales team electronic file system
- Executing email marketing campaigns
- Fielding incoming sales and technical inquiries, routing to correct person
- Generating and maintaining sales reports

Qualifications

- Personable and eager to help both customers and colleagues
- Experience working in a sales or customer service environment
- Highly proficient in Excel and Microsoft suite of tools, etc.
- Ability to pass background check
- Reliable, resourceful, personable, organized, fluent in written and spoken English
- Willingness to learn and grow with the company
- Bachelor's Degree desired
- Experience with CRM Software desired
- **Must be a U.S. person** (U.S. Permanent Resident or U.S. Citizen) due to clients under U.S. government contracts.

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Contact Information:

- Interested candidates should email their resumes to jobs@silvustechnologies.com.