

Assembly Fasteners, Inc. Job Description

Job Title: Sales Assistant
Department: Office
Reports To: Judy Watson
Prepared By: Tara Chandler
Approved By: Judy Watson

SUMMARY

Operates Assembly Fasteners, Inc. multiline telephone system to answer incoming calls and directs callers by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answers incoming telephone calls for five separate locations and over 60 personnel. Determines purpose of callers, and forwards calls to appropriate personnel or department.

Retrieves messages from voice mail and forwards to appropriate personnel.

Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.

Answers questions about organization and provides callers with address, directions, and other information.

Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

Monitors visitor access when required.

Performs other clerical duties as needed, such as filing and scanning. Scanning of pick tickets, freight designation sheets, credit applications, credit card authorizations, add/change forms, secondary processes, purchase orders, transfers, tax certificates, return material authorizations, customer purchase orders, credit.net, customer letters, all ISO forms and documents.

Assists sales representatives by sending out and entering RFQ's.

Enters both quotes and orders into Prophet 21.

Checks confirmations for errors and scans into P21

Scans RFQ documentation into P21

Assists sales representatives by reviewing their emails when they are out and making sure that customers are assisted. Informs sales representative of status' when they return to work.

REQUIREMENTS

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit and climb or balance. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.