



Administrative Assistant II Job Description

Summary:

Provide clerical support to the Sales Department.

Essential Duties:

- Assist with generation of various Sales Reports using Made2Manage.
- Basic Sales Order Entry
- Filing of Marketing and Shipping Sales Order copies.
- Assist with the entry and/or revisions of Customer Specifications using Made2Manage
- Daily review of orders that were scheduled for shipment the previous day to insure that all orders shipped.
- Upkeep and creation of various data bases needed for mailings or announcements.
- Send Flight Details to customers by both fax and e-mail.
- Regular, reliable and predictable attendance.
- Other related duties, as assigned.

Job Specifications:

- High school diploma or equivalent required.
- Must possess excellent customer service, interpersonal, and phone skills.
- Must be computer literate.
- Have the ability to work in both Word processing and Excel spreadsheets with accuracy.
- Must be detail orientated.
- Valid driver's license, current proof of insurance and clean driving record.

Equal Employment Opportunity (EEO):

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.