



2G-CENERGY Power Systems Technologies Inc.

Job Description

Job Title: Sales Assistant (SA)

Reports to: Sales & Marketing Director

Summary / Purpose of Job:

The Sales Assistant performs a variety of clerical and administrative activities to support the sales team and management. The SA is responsible for ensuring the smooth flow of information and follow up with existing and prospective customers. This position handles a wide variety of important tasks, from lead generation, proposal & quote preparation, maintaining the sales data base, answering customer inquiries, coordinating sales activities and trade show events, compiling data, preparing presentations, etc. This function collaborates very closely with sales & marketing, project management, and includes various corporate admin tasks, allowing the job holder to gradually develop, and to broaden its operational management experience.

Main Duties and Responsibilities:

- 1)** Performing as key inside sales support function, and coordinate all important administrative sales issues and details with colleagues and customers.
- 2)** Processing sales leads and assuring leads are directed to the appropriate staff member.
- 3)** Answers telephone calls, conveys messages, and monitors the flow of sales related e-mails.
- 4)** Answer routine product questions and direct inquiries to appropriate personnel when necessary, as well as respond to questions (both verbal and written) and facilitate responses on complex issues; follow up with management to ensure requests are carried out and information is coordinated.
- 5)** Provides product, promotion, and budget pricing information to potential customers, clarifying customer requests, selecting appropriate information; forwarding information and answering requests for quotes.



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- 6)** Assist customers in defining product / equipment needs, and answering a variety of questions concerning the company's products, and provides literature, spec sheets, brochures, etc. upon request.
- 7)** Regularly improve and update product knowledge by participating in educational and product training opportunities.
- 8)** Assist with the preparation of proposals, product quotations, bids, submissions, offerings, and all other sales materials.
- 9)** Gathering relevant customer background information, conducting online research to identify and prioritize potential new sales prospects, leads, and project opportunities.
- 10)** Update account and contact records in the sales database.
- 11)** Data entry to track all proposals, product quotations, bids, submissions, and offerings.
- 12)** Monitor and process sales & customer data, and other sales related records, and aid with all sales follow-up activities.
- 13)** Maintain customer database (CRM "customer relation management") by inputting customer profile and updates; preparing and distributing monthly reports.
- 14)** Provide sales vs. projection statistics, reports, and prepare sales tracking reports.
- 15)** Monitor a number of sales projects simultaneously and coordinate with cross-functional team members which may include the factory and other external resources.
- 16)** Prepare reports, summaries, charts, graphs and PowerPoint presentations to facilitate and communicate status, and update managers by consolidating, analyzing, and forwarding data summaries.
- 17)** Maintain a designated project folder for each individual project, and practice good record keeping.
- 18)** Developing written correspondence for sales prospects and clients and other written deliverables.



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- 19)** Prepares sales presentations by compiling data, developing presentation formats and materials.
- 20)** Coordinating outreach for events, trade shows, etc. and schedule appropriate tasks.
- 21)** Coordinating outreach for on-going lead generation activities such as regular news letters, PR activities, sales promotion mailers, etc.
- 22)** Perform trade show follow up to assure timely delivery of literature and product information.
- 23)** Participate in sales and client meetings, take notes and transcribe meeting minutes.
- 24)** Contribute to a pleasant and positive work atmosphere where all team members feel important and responsible.
- 25)** Adapt to the diverse needs of a small team and address internal and external requirements with flexibility and creativity.
- 26)** Perform other such tasks as needed and as requested by the President/CEO.

This description contains information necessary to describe and evaluate the job. It should not be construed as a detailed description of all work performed, but indicates the kinds of duties and skills expected.

Non-Essential Duties and Responsibilities:

1. Assists the Company in any necessary duties to achieve Company goals.
 2. Performs other related duties as assigned.
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Authority/Judgment/Disclosure/Financial Responsibility:

Authority Selections:

Limited supervision. Work is performed to a large extent on own responsibility after assignment, with some choice of method. Occasionally develops own method.

Judgment Decisions:

Mistakes and errors in judgment are moderate in nature and expensive to correct.

Disclosure of Information Selections:

This position involves regular work with confidential information of major importance, which if disclosed may be detrimental to the company's interests.

Financial Responsibility Selections:

Purchases supplies necessary for overall performance, usually as directed.

Skills Required:

- Excellent written and verbal communication skills and demonstrated proficiency composing written communications.
- Outstanding interpersonal skills
- Excellent telephone skills and computer knowledge with proficiency in database management and word processing.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities
- Resourceful, well organized, highly dependable, efficient and detail oriented.
- 3 to 4 years previous job experience with customer service or sales support
- Good understanding of administrative processes
- Microsoft Office know-how
- Must present a positive, professional, and team player attitude
- Must be flexible and able to adapt to change quickly
- German language skills would be a great advantage, but are not absolutely required



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Education & Experience:

- Some training in reference to sales & administration
 - Preferable a person with some practical training / education (e.g. apprentice program, etc.)
 - AA or BB Degree or equivalent (e.g. trade school)
 - The candidate would normally have attained the required skills and knowledge through completion of adequate coursework / training, combined with related practical experience.
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Physical Requirements of the Position:

Medium work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 3 pounds of force constantly to move objects.

In an 8-hour day the employee must communicate with various customers, partners, colleagues, factory personnel, and must be able to constantly adapt his/her communication style to suit the different cultures.

Visual Requirements of the Position:

Visual requirement equal to that for clerical administrative whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, etc.

Conclusion:

1. A review of this description has separated the marginal functions of the position that are incidental to the performance of fundamental job duties. All main duties and requirements are essential job functions.
 2. All job requirements are subject to possible modification by the Company as deemed necessary.
 3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
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151 College Drive – 15

Orange Park, FL – 32065 – USA

<http://www.2g-cenergy.com>

e-mail: info@2g-cenergy.com

Tel.: 904-579-3217 / 3057