



1328 East 43rd Court | Tulsa, Oklahoma 74105

## ***Sales Administrative Assistant***

Thank you for your interest in employment opportunities with Noria Corporation. Please submit cover-letters and resumes for this position to [hr@noria.com](mailto:hr@noria.com). Noria Corporation offers competitive salaries and benefits packages including 401(k), medical, vision, dental, and life insurance benefits.

**Summary:** The role provides sales support to our sales team members to respond quickly and efficiently to client requests for quotes and services. That may include managing certain accounts, responding to client requests, creating quotes, creating sales orders and simply managing all aspect of the sales process.

### **Essential Functions:**

- Create proposals for products and services based upon customer or sales representative request
- Coordinate with service and sales teams to derive scope of services required for product or solution implementation
- Attend sales meetings to understand goals and challenges faced by the team to enable better support
- Manage CRM software
- Manage incoming leads and assist in all account tracking and progress using CRM system.
- Create and generate a range of sales reports and sales representative metrics.

### **Education/Background Requirements:**

- Bachelor's Degree preferred
- Must have prior experience utilizing MS Office particularly Word, Excel and Outlook.
- Must possess excellent organizational skills and have a proven track record of meeting deadlines.
- Must demonstrate good problem solving ability and initiative in finding workable solutions to complex problems affecting multiple users of shared data.
- Must be able to effectively communicate with internal and external customers.



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