



Sales Administrative Assistant

www.urbanenergygroup.com/jobs

Description

Urban Energy Group seeks a motivated individual ready to help us upgrade every industrial and manufacturing building to energy efficient technology across the US. The Sales Administrative Assistant is involved in all parts of the business with a special focus on prospecting and sales. This role provides support for the sales team by prospecting online and filtering through the many companies and websites to find a particular fit. This role is perfect for a self-motivated, highly organized, multi-tasker who enjoys teamwork and wants to exceed expectations. The description may not be all-inclusive and responsibilities and requirements are subject to change. This is an entry level full-time or part-time position with a starting hourly pay per year with bonus based on performance.

Urban Energy Group's four core values include Freedom, Health, Exploration, and Growth. It is not uncommon for us to couple sales meetings with the outdoors. Consistent innovation is encouraged throughout each department. Reading books, watching webinars, and attending workshops about energy efficiency, sales, operations, and personal growth are fundamental to UEG's business model. A qualified candidate will be thirsty for knowledge, a great communicator, detail oriented, and have an adventurous spirit.

Primary Responsibilities

- Support the sales team
- CRM management
- Online prospecting and phone calls
- Order processing
- Create Microsoft Excel documents for each project

- Act as a communicator between sales staff and CEO
- Provide communication and education on current processes and best practices
- Create Scope of Work and other supporting documents

Knowledge, Skills, Ability

- Must be detailed oriented with a proven ability to multitask
- Effective communication, both in written and verbal form
- Must be a self-starter and effective time manager
- Passion for customer experience and exceeding expectations

Job Environment

- Full Time/Part Time
- Flexible hours
- Opportunity to earn a bonus
- Option to work from home

How to apply

Interested candidates please send a brief email about yourself, your resume and cover letter to chelsea@urbanenergygroup.com and david@urbanenergygroup.com
Please put Sales Admin in the subject line.

We look forward to hearing from you!