

Sales Administration Assistant Job Description 2023

- Promptly answering incoming telephone calls and transferring them efficiently
- Upon starting the position there will be an influx of organization to do in the first 2-3 months, but this will subside as the position progresses.
- Appropriate and proactive handling of customer concerns & issues
- During winter months, successful applicant will be expected to assist sales department with overall admin.
- Knowledge of Microsoft Office programs (e.g., Outlook, Excel, Word) an asset.
- Dealing with email inquiries
- Assist Sales Team & Sales Manager with school/group bookings and admin operations.
- Answer to GM & AGM and organize any correspondence/typing they need done.
- General office duties
- Transitioning from summer to winter season
- Maintain clear and effective communication with other departments and other team members
- Completing a variety of administrative tasks, including filing, organizing lost and found, and general office cleaning.
- [Work closely with The Russell Inn management team for school & group overnight bookings.](#)
- [Assist the wedding team in the summer months with admin.](#)
- [Clear communication and work closely with Sales Manager & the rest of sales team.](#)