

Job Title: International Sales Support
Department: International Sales
Reports to: International Sales Manager
Status: Non-Exempt
Prepared by: Human Resources
Prepared Date: September 6, 2019

Position Purpose

As International Sales Support, you will be responsible for all of the administrative tasks for the international sales team. You will perform a variety of duties aimed at supporting the sales team.

Responsibilities

- Perform administrative tasks, including mailing functions, organizational projects, purchase orders, produce and distribute sales reports, timelines and general record keeping.
- Perform data entry for sales staff upon return from trade shows and on an as needed basis
- File all contracts and booth offers electronically on the shared drive
- Maintain an updated floor plan for relevant trade shows.
- Update contracts and internal sales materials.
- Perform all SalesLogix requests for exhibitions, queries, and exports.
- Working in SalesLogix, track contracts and booth offers, confirmations, deadlines, catalogue orders, ancillary MFI services and general communications.
- Communicate deadlines for booth offers and catalogue entries to the sales team in order for them to follow up
- Assist sales team with the coordination, preparation and execution of sales campaigns.
- Additional support functions in the daily communication, record keeping and strategic positioning of the shows.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be present in the office
- Ability to pass a background check and drug screening

Education

BA or higher

Qualifications & Work Experience

Attention to detail, strong planning and organizing skills

Excellent written and verbal communication skills
Proficiency in MS Office and comprehension of contact management databases
2-3 years of administrative office experience is a plus

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work long hours on-site during shows.
- Ability to sit, stand, walk, and go up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25-50 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the American Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Basic office environment
- Trade show environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Messe Frankfurt reserves the right to modify this job description at any time.