

Job Specification

Sales Support Specialist Administrator

IQinVision is the world's leading manufacturer of Megapixel Network cameras and is recognized as one of the pioneers and innovators in the fast growing field of IP Video for Security Surveillance and other video related applications. We are privately held and headquartered in San Juan Capistrano, CA with offices in Lancaster, PA and Utrecht, Netherlands.

IQinVision has an outstanding reputation for highly differentiated products and best-in-class customer service which has resulted in rapid growth. We are looking for key team members to help us manage that growth.

We are looking for a reliable, self motivated individual with excellent organizational and writing skills to administer inside sales programs and to support the VP of Sales with administrative-type functions. The position will also cross train as an Inside Sales Representative (ISR), assisting with customer inquiries and ensuring that customers are completely satisfied with their pre/post sales support.

Personal Skills

- Strong organizational, oral and written communication skills
- Self-directed, team player who has a strong work ethic and ability to multi-task
- Strong leadership skills and motivational abilities
- Be professional and articulate

Responsibilities Overview

Responsible and accountable for providing primary support to the Inside Sales Team and to the VP of Sales by providing administrative-type functions and by working when needed as an Inside Sales Representative.

- Develop and prepares Sales presentations, reports and written inside-sales tools for ISRs.
- Manage the VP of Sales' calendar, meetings, travel, correspondence and budget.
- Advise individuals of the VP of Sales views on policies or issues, using judgment and discretion.
- Organizes and expedites the flow of work through the VP of Sales' office.
- Prepares routine and non-routine special reports including gathering and summarizing data.
- Maintains the official company files to including original sales agreements and correspondence.
- Provides support services to the executive staff (e.g., compose letters, memorandum and reports to the executive staff).

- Serves as a back-up ISR.
- Primary coordinator / expert of Salesforce.com

Education / Experience Required

- Bachelor's degree (B.A) in business or related field from a four-year college or university; or three to five years related experience and /or training; or equivalent combination of education and experience.
- 2-3 years Administrative Assistant experience at the executive level is a strong plus

Contact Information for Resumes:

Salesresumes@iqeye.com