



Sales Administrator

Company Information

Headquartered in Lenexa, Redemption Plus is North America's premier source for redemption toys and incentive merchandise. The company makes it easy for Family Entertainment Centers and Educational Learning Centers to deliver a positive customer experience with redemption prizes, novelty plush, crane & merchandiser kits, and party goods. A wholesale toy distributor with 15 years of trusted industry expertise, Redemption Plus provides management consulting to help customers attract and entertain guests while maximizing profitability. For more information on Redemption Plus, please visit www.redemptionplus.com

Job Summary

This position is responsible for assisting the sales team with their day to day operations to achieve their sales plans. The Sales Administrator will serve as the subject matter expert for the sales tracking system (SalesForce.com) and provide assistance with administrative duties to support sales initiatives. The desired candidate must be detail oriented, self-motivated, energetic, customer focused, a great communicator and have great follow-thru. This position reports to the Director of Customer Care.

Job Duties and Responsibilities

1. Provide courteous and prompt customer follow-up
2. Provide admin assistance like: Print & mail catalogs; produce display labels and tags; create customer communications and credit memos; maintain customer files.
3. Track sales team communications, records and sales data in sales info management system.
4. Build, verify and track consumer orders
5. Track shipments, verify errors and ensure return process is complete
6. Assist with tradeshow preparation
7. Assist sales team with price comparisons and lead qualifications

Education & Experience

- High School Diploma required, Bachelor's Degree preferred
- 2 – 3 years of experience as an administrative assistant or sales representative
- Experience with SalesForce.com a plus
- Excellent communication skills
- Proven ability to multitask, establish priorities, and exhibit strong attention to detail
- Must have a positive "whatever it takes" attitude

Candidates for this great opportunity must send your resume/cover letter to: jobs@redemptionplus.com