

Job Title: Sales Administration Associate



Department: Sales and Marketing
Reports To: Director of Sales and Marketing
FLSA Status: Exempt

ESSENTIAL FUNCTIONS

- Provides support to Sales Department and Burke's Sales Reps
- Assist with New Rep Recruitment Initiative
- Assist with BCI Burke's Prospect & Lead Management System

SKILLS AND ABILITIES

- Bachelor's degree (B. A.) from four-year college or university; or related experience and/or training; or equivalent combination of education and experience.
- 2-3 years experience in sales or sales support environment is required
- Experience with playground business is a plus
- Experience and proficiency with Microsoft Office software and Microsoft Outlook
- Excellent written and verbal communication skills are a must
- Must be organized and able to work in a fast paced environment

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Abilities		Lift/Carry		Push/Pull	
Stand and walk	(F)	0 to 50 lbs	(O)	0 to 100 lbs	(O)
Sit	(C)				
Use hands to finger, handle or feel	(C)				
Reach outward with hands and arms	(C)				
Reach above shoulder	(O)				
Climb, crawl, squat, kneel, bend	(O)				
Exposed to outdoor weather conditions	(O)				

Moderate noise level

Vision Requirements include: close vision, color vision

(O) Occasionally – Occupation requires this activity up to 33% of the time (0 - 2.5 hrs/day)

(F) Frequently – Occupation requires this activity from 33% - 66% of the time (2.5 – 5.5 hrs/day)

(C) Constantly – Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

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