

Administrative Assistant – Sales and Marketing

The Nora Sales & Marketing Administrative Assistant provides front line support for the Sales & Marketing Departments, Nora Reps, and as necessary for Nora Lighting Events. The sales Admin must work with the Sales Management Team and the Nora Sales Representative network to help promote Nora sales by providing support in the form of reports and documentation, product samples, and email/telephone assistance. In addition, the sales Admin is responsible for helping to coordinate events and programs relating to the Sales division of the company.

Duties and Responsibilities but not limited to:

- Provides support to the management team within the company's sales department. The sales admin. Asst. works with the sales management team and management to provide office support to our outside sales representatives.
- Provide sales and marketing information to all support departments.
- Provides general knowledge of the company and helps direct outside sales force to respective departments to complete tasks.
- Organizes company events, either at corporate headquarters or at remote locations Collaborates and works well with others to achieve event goals and needs
- Communicate daily with reps and sales managers
- The Sales & Marketing Admin. Asst. is the "Go-To" person for our sales reps when it comes to procedures, reports, and misc. sales aides.
- Other Duties as assigned

Specific Duties:

- Maintain and update all files pertaining to sales and marketing
 - Rep master file
 - Group emails
 - Constant Contact
- Report all sales team changes to support departments.
- Timely production of monthly reports to sales team
 - Program status
 - Sales status
 - Promo Status
- Maintain and distribute sales reports
- Maintain and implement requested sales reports
- Enter Sample orders for sales reps
- Enter Sample Case orders for marketing and sales reps
- Enter literature orders for marketing and sales reps

- Send new rep on-boarding info and product
- Follow-up on orders entered
- Assist reps with initial set-up of Net Suite
- Maintain Rep and Customer NetSuite accounts
- Coordinate trade shows
 - Booth space
 - Literature and Product
 - Promo items
 - Travel and Lodging
- Coordinate product releases with marketing.
 - Email release
 - Review and editing of release
- Coordinate company meetings
- Assist HR in company events as needed
- Assist Management on company events as needed
- Coordinate webinars
- Other duties as assigned
- Maintain "where-to buy" on website
- Maintain rep locator on website
- Coordinate PR announcements about people, places, and things at Nora.
- Work with marketing on procuring sales and marketing aides
 - Shirts
 - Swag
 - Business cards
 - Name badges

Required Qualifications:

- Office appropriate etiquette
- Ability to liaise between departments and external contacts
- Coordinate Travel preparations
- Coordinate Internal and External Events
- Represent Nora Lighting in a professional and positive manner with internal/external contacts
- Proficient using Microsoft Word, Excel, and Power Point
- Respond to email, phone calls, VM timely
- Ability to lift to 45 lbs.
- Ability to sit for long periods of time
- Ability to sit in front of PC screen for long period of time



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- Ability to maintain and increase current communication
- Data Entry
- High Attention to detail
- Maintain a high level of Confidentiality

Compensation:

Nora Lighting offers competitive pay and full benefits package that includes medical, dental, Vision insurance, Voluntary Life/AD&D and a 401(k) plan.

Nora Lighting is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, and protected veteran or marital status.

We thank all candidates for applying, however only candidates selected for further consideration will be contacted.

Nora Lighting values the unique skills and experiences of each of our candidates; recognizing that each Nora Lighting associate may help turn our efforts into building a diverse and inclusive place to work, a reality.

Nora Lighting is a Drug-Free Workplace – All Qualified candidates are subject to drug testing