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**ADMINISTRATIVE SALES ASSISTANT:**

­­We’re seeking a talented, versatile Administrative Sales Assistant who is passionate about client relationships, accuracy, and thrives in a fast-paced environment.  This role will manage projects to completion by supporting the architectural design process, analyzing and communicating the project scope of work, and ensuring client deliverables. This role will work directly with the Design Team, Operations & Accounting Team, provide key assistance to the Sales Team and act as the main point of contact for clients.

The client facing role will provide excellent customer service and maintain excellent client relationships. A successful Administrative Sales Assistant will be curious, motivated, attentive to detail, analytical, and solutions driven.

**QUALIFICATIONS:**

* 4 to 6 years direct experience in administrative support activities and client relationships.
* Excellent written and verbal communication skills.
* Self-motivator with strong organizational and intrapersonal skills.
* An enthusiastic team player, passionate problem solver, and great collaborator.
* Experience working with minimal supervision.
* Ability to adapt to changing priorities and work in a fast-paced work environment.
* Proficient in Microsoft Office Suite.
* InDesign and Adobe Creative product experience a plus.

**RESPONSIBILITIES:**

* Assist in preparing and delivering proposals and presentations to clients.
* Communicate scope requirements to project teams.
* Prepare and issue client deliverables.
* Coordinate client meetings and trainings, both in-person and via phone/web meeting tools.
* Grow and maintain excellent client relationships.
* Maintain the Childs Dreyfus brand in written and verbal communications.
* Become a subject matter expert to support Sales Team and accomplish client objectives.
* Support deadlines and expectations set by the Sales team in respect to our clients.
* Assist in managing and maintaining Executive’s schedules & make travel arrangements.

We offer Competitive Salary, Commissions, Health and Dental Benefits with 401K.