



6160 Westview Drive
Houston, TX 77055

P: 713-781-3287
F: 713-781-8857

sales@griesenbeck.com
www.griesenbeck.com

JOB DESCRIPTION

POSITION: SALES ADMINISTRATIVE ASSISTANT
DEPARTMENT: SALES
REPORTS TO: VICE PRESIDENT OF SALES

JOB SUMMARY

Provides administrative support to the Sales Department. Responsible for identifying and coordinating project bids, leads, organizing and scheduling business development/marketing activities, maintaining the Salesforce CRM and other support responsibilities related to the sales process. This is a full-time position.

ESSENTIAL FUNCTIONS

1. Daily entry of bid requests into Salesforce CRM. Tag projects with exclusive products specified.
2. Enter new project opportunities and all bidders provided by online plan services ISQFT, Construct Connect, etc.
3. Thoroughly scan bid invites to ensure that all applicable scopes of work and potential bidders have been identified and included.
4. Present in weekly bid meeting to update assigned bid opportunities as well as discuss shared sales activities calendar.
5. Field all phone calls and correspondence for potential sales opportunities.
6. Daily monitoring and forwarding of time sensitive leads and pricing inquiries sent to sales@griesenbeck.com.
7. Ensure that all customer pre-qualification requests are forwarded to accounting and completed for returned to the customer in a timely manner.
8. Updates company shared calendar for, industry and business development events. Handles company RSVP's and payments to events.
9. Coordinates and plans customers & vendor meetings at under the direction of VP of Sales.
10. Responsible for maintaining and updating the Salesforce CRM. This includes contact info for use with GAP marketing, auditing duplicate files, updating opportunities, monitoring past due bids, missing info, etc.
11. Create and manage marketing calendar for online drip campaigns and social media post. Assist with posting content provided by others.
12. Sends bid log activity reports to accounting on the first day of each month.
13. Orders business cards for all employees
14. Assists Architectural Consultants with ordering promotional literature for exclusive product lines (Solatube, Kalwall, Kwik-Wall Smoke Guard, McKeon, C-S, Etc.)



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EXPERIENCE REQUIRED

- Previous marketing/sales administration experience preferred
- Previous customer service experience required

ESSENTIAL SKILLS

- Professional Appearance and Demeanor
- Excellent written and oral communication skills
- Reliable and accountable
- Experience with Microsoft Office and Sales CRM (Salesforce)
- Organized and able to meet deadlines
- Excellent problem-solving skills
- Eager, and highly motivated to work with others

