

## Title

Sales Coordinator/Executive Administrator

**Department:** Executive

## **Job Summary**

PhillyVoice.com, an online publisher and marketing company in Philadelphia, is seeking an enthusiastic and eager Sales Coordinator/Executive Administrator. This key position is responsible for providing administrative support to the CEO, preparing internal and external expense reports, tracking and reporting on client campaign activity, compile and analyze internal performance metrics and serve as the company's internal and external liaison.

## **Sales Coordination Responsibilities**

- Work closely with the sales team, providing scheduled client support functions and data compilation and communications as needed
- Prepare and organize pre- and post-campaign data reports and presentations, compiling accurate data from numerous sources and timeframes
- Coordinate campaign deployment procedures, scheduling and communications as needed
- Assist sales team with client communication as needed related to campaign activity, billing, collections, lead generation and general communications
- Serve as back up for sales support functions

## **Executive Administration Responsibilities**

- Arrange and coordinate meetings/conferences as needed and represent CEO at meetings when needed, maintaining copious notes
- Prepare and distribute internal and external correspondence and reports as needed
- Maintain accurate/organized record keeping of reports, agreements, invoices, personnel documents, etc.
- Serve as a key liaison between departments, enforcing company policies, procedures and code of conduct
- Greet visitors, answer incoming calls and coordinate on-site and off-site events/meetings

## **Requirements**

- Bachelor Degree preferred
- Minimum of 3 years' sales coordinator or administrative support experience with senior management and a general understanding of sales in a media/agency environment
- Paid social media/content distribution experience preferred (i.e. Facebook Ads Manager, Google Ads, Twitter Ads, Content Distribution Platforms, and more)

- Ability to discreetly handle confidential information pertaining to corporate and personal initiatives
- Advanced knowledge and ability to effectively use the entire Microsoft Office suite, including complex data analysis using Excel
- Familiarity with all social media platforms (i.e. Facebook, Twitter, Instagram, LinkedIn, etc.)
- Demonstrated ability to control and handle difficult and sensitive business situations
- Ability to complete scheduled projects on a timely basis
- Consistent professional image that conveys poise and tact in every situation
- Excellent verbal and written communication skills
- Strong organization skills to handle multiple tasks in a fast-paced environment
- Application of sound judgment in making independent decisions
- Must be willing/able to remain in stationary position, often sitting for prolonged period of time.

## **Working Conditions**

Remote/Co-working/shared office environment with moderate noise level; Able to work flexible hours, travel and operate remotely on a regular basis. Must be able to remain stationary, often sitting for prolonged period of time.

*This position will report directly to the CEO.*

All resumes can be sent to [jobs@phillyvoice.com](mailto:jobs@phillyvoice.com). Please include "Executive Administrator/Sales Coordinator" in the subject line.

References will be checked for all applicants.

PhillyVoice is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, veteran status or any other status protected by law.