



Stauffer Diesel Inc.
Stadco

Job Description for Sales Administrator

Stauffer Diesel, Incorporated in 1963, a leading distributor of Industrial Diesel Engines and a manufacturer of Stadco Generators with sales operations throughout the Northeast and Midwest United States, has an immediate opening for a full-time sales administrator at our Ephrata, Pennsylvania facility.

The person filling the position must be a self-motivated individual who assumes responsibility and makes a commitment to joining existing personnel in an aggressive sales department committed to continual growth and development.

Responsibilities:

- General administrative assistant to the Sales Manager.
- Receive and process purchase orders.
- Issue sales invoices.
- Verify orders, including customers' personal information and payment details.
- Contacting customers by phone or email to answer inquiries and obtain missing information.
- Maintaining and updating sales and customer records.
- Become proficient in operation of Epicor ERP Manufacturing Software.
- Place whole good orders and manage incoming orders with vendors.
- Supporting the sales department with other administrative tasks as required.

Requirements:

- 3-5 years of work experience in an office setting as a sales administrator or similar position.
- Ability to work independently under the Sales Manager and as part of a sales team.
- Must possess professional verbal, phone, and interpersonal communication skills.
- Proficiency with Microsoft Office Suite.
- Proficiency in transferring alpha/numerical data accurately.
- Must possess organizational skills necessary to manage the above duties in a timely and accurate manner.
- Individual must be able to carry 25lb and climb stairs unassisted.

What We Offer:

- Competitive wages
- Company paid training programs
- Group medical insurance plan, plus optional supplemental Health/ Dental/ Vision insurance available
- 401k with company match
- Company paid life and disability insurance. Supplemental Life, Disability, Accident and Dental/ Vision insurance is available.
- Paid time off for holidays and vacation
- Typical work hours are 8am to 5pm Monday through Friday