

Job Description

Sales Administrator

Evolve Transporters is a high-end custom fabrication company east of Cleveland, OH. Our clients are some of the biggest motorsport teams and brands in the world, for which we assist in designing and fabricating race transporters. We have a sharp focus on client satisfaction and a desire for continued innovation.

Location: Ohio

Job Type: Full-Time, Permanent

Reports to: CRO (Chief Relationship Officer)

Job Purpose: As Sales Administrator, you will support the Client Management team with various responsibilities to provide a high-end customer experience! These responsibilities include managing internal client information, preparing sales materials for client calls, and project managing new builds. You will be accountable for tracking necessary client information and following the Client Management processes.

Responsibilities:

- Project Manager for new Transporter sales – retain detailed notes about build specs, client requests, etc.
- Support outbound sales team:
 - Preparing sales materials for client calls
 - Join Sales Calls
 - Manage follow ups
- Update database and client records:
 - Track in/outbound communication
 - Add new prospective clients
- Perform basic customer service functions, such as phone calls and emails
- Compile Sales Reports

Skills:

- Excellent communication skills
- High attention to detail
- Ability to work in a fast-paced environment.
- Customer focused
- Experience with Microsoft, CRM tools and Project Management tools
- Optimist!
- Love for motorsports is a plus!

