

# Sales Administrative Assistant

**Location:** San Ramon, CA

**Department:** Sales

**Employment:** Part-time

**Salary:** \$13.00 - \$15.00 DOE

## About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. We are a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

## Position Summary

Position is responsible for administrative support for the sales effort at GSO. Position works closely with the Sales Manager and Sales Coordinator.

## Responsibilities & Duties

- Prepares customer activity tracking reports daily
- Generates preprinted shipping labels for large volume accounts
- Maintains new account log with credit approval data
- Updates customer records in Salesforce with account and shipping status
- Organizes and prioritizes large volumes of information, for preparation and maintenance of reports and spreadsheets
- Works independently and in partnership with the Sales Coordinator on nonrecurring and ongoing projects as needed

## Qualifications Needed:

- High School or equivalent required
- Experience with Excel, Microsoft Word

## To Apply

Please email your resume and cover letter to [isales@gso.com](mailto:isales@gso.com)