

JOB DESCRIPTION

Job Title	Administrative Assistant - Sales	Job Reference No.	
Department	Sales & Strategy	Created / Revised	June, 2025
Reports to	Assistant Vice President, Sales (Jamaica)	Staff Supervised	0

Type of position: ☐ Full-time ☐ Part-time ☒ Contract ☐ Intern

JOB SUMMARY

The Administrative Assistant provides vital administrative and clerical support to the Sales and Strategy Department, ensuring the smooth day-to-day operations of the team. This role involves coordinating logistics for marketing and sales activities, maintaining inventory and office supplies, assisting with event planning, and supporting internal processes such as document preparation, filing, and payment processing. The Administrative Assistant also serves as the first point of contact for visitors to the office—greeting, welcoming, and directing them in a professional and courteous manner.

ACCOUNTABILITIES

- Provide comprehensive secretarial and administrative support to the Sales and Strategy leadership team.
- Assist the Assistant Marketing Manager with:
 - Monitoring and managing inventory of branded promotional items.
 - Coordinating and supporting the planning and execution of corporate events.
 - Ensuring adequate stock of brochures, gift baskets, and other marketing materials.
- Process orders for marketing materials and promotional items as required.
- Offer administrative support for sales and marketing campaigns, including tracking deliverables and assisting with logistics.
- Prepare and format correspondence, reports, and other documents; perform scanning, printing, copying, and other clerical duties.
- Maintain an organized and up-to-date filing system for key documents and records.
- Prepare and process payment vouchers in accordance with established procedures.
- Coordinate local travel and hotel accommodation for Sales and Strategy team members.
- Manage inventory of office stationery and medical supplies, and maintain accurate records of usage and disbursements.
- Greet and assist walk-in customers and visitors in a courteous and professional manner, in line with service standards.
- Receive, log, and sort all incoming mail, packages, and related deliveries.
- Assist with the timely distribution and dispatch of mail and packages locally, regionally, and internationally.
- Monitor and restock kitchen and bathroom supplies daily; maintain cleanliness and order of common areas.
- Performs other related duties as assigned.

SKILLS REQUIREMENTS

- Proficient in the use of the Microsoft Office Suite (e.g. Excel, Word, Power Point)

- Excellent written and oral communication skills
- Strong interpersonal and customer service skills
- Excellent organizational skills
- Ability to act proactively
- The ability to take on new opportunities and challenges with a sense of urgency
- Ability to multi-task and effectively manage time and conflicting priorities
- The ability to adapt approach and demeanor to match the demands of different situations
- The ability to improve or enhance existing work processes
- Detail oriented
- Ability to operate in a self-directed manner
- Ability to work with different personalities
- Corporate maturity
- Demonstrated ability to work collaboratively with others
- Comfortable relating openly and effectively with diverse groups of people

EXPERIENCE REQUIREMENTS

- At least 1-3 years' experience in administration or a related field

EDUCATION, KNOWLEDGE, AND CERTIFICATION REQUIREMENTS

- At least Five (5) CXC/O'Level passes including Mathematics and English Language
- Certification as an Administrative Professional would be an asset.