

AIMCO Job Description

Job Title: Executive Sales Administrator
Location: Portland, OR, 100% In Person
Job Type: Full Time, M – F, 8 a.m. – 5 p.m.
Department: Sales
Reports To: President/CEO – VP Marketing
FLSA Status: Non-Exempt
Original Date: February 8, 2025
Compensation: \$24 / Hour
Contact: jobs@aimco-global.com

Executive Sales Administrator

SUMMARY The Executive Sales Administrator provides high-level administrative support to assigned executives, optimizing their business efficiency. This role acts as a liaison between executive managers and company departments, ensuring timely and consistent communication regarding sales targets, company performance, digital marketing, and strategic initiatives.

In addition to providing support for executive staff, this ideal candidate is interested in manufacturing solutions for domestic and international businesses, digital marketing and pursuing untapped opportunities in the global marketplace.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executive Support

- Screen and prioritize communications (email, phone calls), for CEO and International Sales Manager by responding to inquiries and urgent matters, with an understanding of international business, global time zones, and cultural sensitivity.
- Research and gather information on domestic and international markets, competitors, and industry trends to support sales efforts.
- Prepare and send informative emails, including literature, videos, and picture attachments.
- Manage business schedules for the CEO, CFO, and International Sales Manager to ensure proper communication within the company.
- Maintain and update the domestic and international major customer contact database.
- Act as a liaison between the CEO and Sales, both domestic and international clients, partners, and internal departments, facilitating communication and ensuring smooth information flow.
- Coordinate and book executive travel, accommodations, and schedules through a travel service. Maintain executive passport/visa status and manage international travel documents for internal and external customers.
- Plan and execute management and sales meetings both on and off property.
- Serve as secretary for executive-level meetings, including the Board of Directors; record and distribute meeting minutes as requested.
- Maintain strict confidentiality regarding corporate and personnel matters.
- Ensure appropriate reception and notification of visitors to AIMCO.
- Monitor news and events that could have an impact on the company's business and notify Executives.
- Handle sensitive financial documents, contracts, and reports with discretion and in compliance with confidentiality policies.

- Assist in the preparation of financial reports, budget documents, and executive presentations.
- Track key financial initiatives, budget performance, and assist in creating the annual strategic plan under CFO direction.
- The ability to speak other languages a plus.

Marketing Support

- Assist with digital marketing initiatives and CRM implementation.
- Participate in mass mailings of marketing materials.

Technology & Administrative Support

- Coordinate IT service requests, including software, equipment, and phone updates for executives.
- Perform other administrative and clerical duties as assigned.

This role requires exceptional organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment while ensuring seamless communication and administrative support across departments.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must be a self-starter with an appropriate sense of urgency. Requires little direct guidance to be effective. Healthy ability to interact among diverging interests.

EDUCATION and/or EXPERIENCE

High school diploma or GED equivalent. Intermediate level computer skills for word processing. Excellent skills in spreadsheet development and presentations (Power Point and Excel). Intermediate Digital Marketing skills.

LANGUAGE SKILLS

Must be able to read, write and speak English and possess the ability to communicate effectively with a strong customer orientation. Friendly, can-do attitude a must. Ability to maintain confidences. Unquestioned personal integrity and judgement.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply the basic concepts of algebra.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The physical demands require sitting or standing for long periods at a time and operating a keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. A relatively quiet office environment with some phone, paging and printer interference.