



## **Sales Administrative Assistant**

Headquartered in Plymouth, Minnesota, Primera Technology, Inc. is one of the world's leading designers and manufacturers of specialty digital printing equipment. Primera distributes its products in more than 200 countries with service and support for North America and Latin America from its corporate headquarters in Plymouth, Minnesota.

Primera has an position on our sales team for people who are interested in starting a career in the corporate world. We have an excellent opportunity for a professional, bright, motivated, self-starter.

### **Major Duties and Responsibilities:**

- Verify or update sales systems to ensure accuracy
- Accurately process orders and payments into the sales systems
- Provide high-level customer service to customer calls
- Assist sales team with orders and phone calls as needed
- Assign sales leads to the sales team
- Liaison with Accounting to resolve order issues
- Assistant to the Sales Manager
- Maintain price lists/database
- Back up the Receptionist as needed
- Other related duties as assigned

### **Qualifications/Necessary Skills:**

- Minneapolis/St. Paul metro area applicants only – position is based at our corporate HQ in Plymouth, MN
- Familiarity with Microsoft Suite and computer operations
- Customer service experience preferred
- 4-year college degree preferred
- Ability to multi-task and reprioritize tasks throughout the day
- Strong oral and written communication skills

We offer a competitive wage, commision plan and benefits. Successful candidates will be asked to undergo and must successfully complete a drug and background screening.

Job Type: Full-time

Send resume to [nhayes@primera.com](mailto:nhayes@primera.com)