



Sales Administrative Assistant
Inside Sales position with the potential to develop into an Account Manager

Vertex Optics is not just another company, and this opportunity is not just another job! At Vertex, you are an important member of the team. What you do here matters. Vertex was recognized as one of the [2024 Best Companies to Work for in New York!](#)



Reports to: Director of Business Development

Top level responsibilities: Sales and Marketing administrative support. Provide excellent and responsive customer service; develop good working relationships with customers, vendors, and coworkers; communicate proactively internally and externally; ensure detailed records are maintained and information is provided when needed.

Secondary responsibilities: Administrative support for Executive, QA, and Manufacturing teams.

Expectations:

- Request material quotes from vendors.
- Order and track raw materials for sales orders, ensuring on time delivery.
- Provide weekly updates to customers regarding current orders.
- Sales interface with the production team – forecasting bookings.
- Update and maintain the sales boards in monday.com (ERP system).
- Ensure proper documentation and protection of confidential information.
- Maintain network folders and ensure documents are in the correct place.
- Maintain NDA files.
- Operate the sales team inbox. Responsive to emails and phones calls.
- Take meeting minutes during contract review, sales, and production meetings and follow through as appropriate.
- Follow up with customers after orders are complete to ensure satisfaction.
- Assist with social media as needed.
- Coordinate trade show scheduling and tasks, open houses, and other company events.
- Assist with travel arrangements for the sales or executive team.
- Potential for travel to trade shows (optional).
- Welcome and check in visitors and issue proper ID according to company policy.
- Answer incoming calls.
- Adhere to all established company protocols and policies, including ISO standards.
- Support companywide emphasis on Continuous Improvement.
- Assist where needed.

Qualifications:

- Microsoft Office (Outlook, Word, Excel, PowerPoint) and Adobe
- Thorough and observant with an eye for detail
- Basic project management skills
- Bias for action
- Comfortable with technology and security protocols
- Comfortable interacting with vendors, customers, and coworkers via phone, email and in person



Pay: \$22-\$27 per hour depending on experience and skill level.

Benefits:

We are a [StartUp NY](#) business which means that our employees are exempt from NYS Income Tax after 6 months of employment until 2030! https://www.tax.ny.gov/pit/sny/employee_information.htm

Medical, Dental, Vision, Life Insurance, Short Term Disability, Long Term Disability, 401k, Paid Family Leave, Holidays, PTO, Bonus Program

Visit our website at www.VertexOptics.com to learn more about our organization.