



## **Job Description**

### **Sales Administrator**

UNchained labs is building the next cool life sciences tools company and needs high octane sales people to help us manage and sell our current and future products. We need people to roll up their sleeves, sweat, think outside the box, can create something special with us.

### **Description of Duties**

Manage and administer our Salesforce database – enter leads, set up users, remove duplicates, manage new accounts, write reports, create training materials, and train users  
Prepare quotes for sales personnel and manage quote template  
Assist Marketing with management of price lists as needed  
Manage territory map and organize new rep training schedules  
Send customer notifications regarding expiration of annual service agreements  
Manage demo equipment in Pleasanton office and ship globally for sales requests  
Help create sales process improvements via business analysis  
Assist Chief Commercial Officer with sales operations and scheduling

### **Minimum qualifications**

Expertise using Salesforce preferably at the administrator level, minimum of 2 years of experience required  
Proficient in Excel, Power Point, Word, and Adobe Acrobat  
Great communication skills with enthusiastic personality  
Good organizational, documentation, and attention to detail in a support role  
Adept at learning new technologies and business functions  
Team player focused on getting the job done  
Ability to work in Pleasanton office when needed