

**Sales Assistant (Remote) at FrescoData in Yuma, Arizona, United States**  
**Job ID# 5269615 on [www.azjobconnection.gov](http://www.azjobconnection.gov)**  
**Full Time - Permanent**

**Job Description**

As a Sales Assistant, you will assist our sales team through all phases of the sales process. The ideal candidate is a skilled multitasker, who can efficiently communicate with prospects, schedule meetings for the sales team and manage our active sales pipeline.

Responsibilities:

- Researching and qualifying leads
- Call clients to coordinate meetings
- Making initial contact with sales leads in a timely and professional manner
- Compiling daily lists of leads and delegating them to sales team associates
- Maintaining and managing a sales leads database
- Performing data entry duties in regards to metrics, sales figures and other key data
- Handling all administrative duties for the sales department or team, including scheduling client meetings
- Providing additional support for our sales team, as needed

**Job Requirements**

- Experience with Microsoft Excel, Word and Outlook
- CRM Management
- Possess excellent verbal and written communication skills with a clear and friendly speaking voice
- Strong Time Management and Organizational Skills
- Must have a keen eye for details