

We Keep You Cooking!™

POSITION DESCRIPTION

Position: Sales Administrator
Department: Sales
Date: August 2019
Career Level Required: Experienced (Non-Manager)
Experience Required: 2+ to 5 Years
Education Required: Associate Degree
Job Type: Employee
Job Status: Full Time

Company Summary:

Kitchens To Go built by Carlin, a rapidly expanding international business, is seeking a Sales Administrator to join our team. Kitchens To Go designs, sells and leases commercial kitchen facilities throughout the USA and, to date, 28 international locations.

KTG's client list includes businesses and organizations from Education to Hospitality, Corrections to Healthcare, and Military to Senior Living such as Starbucks, Yum Brands, United Airlines, Apple and all branches of the Armed Forces.

Essential Functions:

- Key communicator to coordinate and guide teams through a process from qualified inquiry to project completion.
- Work with internal staff to develop proposals, scope of work documents, leases and other project/presentation materials.
- Develop trusted customer relationships by anticipating customer needs and providing guidance in the absence of Account Executives in relation to business opportunities and on-going projects.
- Balance the needs and priorities of two Account Executives to meet deadlines and client expectations.

Required Qualifications:

- Must have a pleasant, energetic and emphatic demeanor
- Bachelor's degree or demonstrated success in a comparable customer-facing position
- Intermediate technology skills with Microsoft Office and general Applications including CRM
- Excellent written and verbal communication skills
- Prior experience in customer service and sales
- Comfortable regularly interacting with clients and subcontractors on a daily basis in meetings, conference calls and via web based interactions

Please click the link to complete a [quick survey](#) that we use to build our world class team.

Compensation:

- Pay is based on experience.
- Health benefits the first of the month following sixty (60) days of continuous employment.
- 401K option is available after sixty (60) days of continuous employment.

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Company will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: The Company is an equal employment opportunity employer.