



Job Title: Executive Sales Assistant

Division: Kentucky Trailer Specialty Vehicles – Advanced Mobility

Location: Monee, IL

Reports To: President AMST

Description:

Perform a variety of executive administrative functions including written and verbal correspondence within the company and with customers, typing and word processing, compiling information for reports and presentations, managing office needs including answering phone calls and providing information to callers, and maintaining appointment and travel schedules, and other duties as needed.

Responsibilities include supporting the President of AMST, sales team, and general office functions including planning customer visits and travel arrangements. Duties will include financial reporting from tradeshow and events, human resource planning, and processing of expenses.

Responsibilities:

- Support the President AMST, sales, and general office as needed
- Support planning for customer visit to the Monee office and travel to customers or other locations, including international travel planning
- Support and provide reporting for sales with backup reporting for operations, accounting, marketing, human resources, and IT needs
- Maintain and document reporting for travel and events
- Performance of other key projects, presentations, and functions deemed necessary to achieve overall department objectives

Fundamental Irreplaceable Behavior Values:

Interpersonal Skills: Easy to get along with. Treats all people with dignity and respect. Always approachable, never rude. Aware of and sensitive to what other people are feeling. Is at ease with people at all levels. Does not belittle the opinions or work of other people, regardless of their status or position. Deals effectively with a diverse workforce. Demonstrates a high degree of “emotional intelligence.” Truly values and genuinely likes people. Treats others as important person. Serves others.

Ethics and Integrity: Admits mistakes in spite of the potential for negative consequences. Presents unpleasant or disagreeable facts in an appropriate manner. Keeps promises; meets goals and deadlines. Avoids situations and associations that could be considered inappropriate.

Honest in all dealings. Upholds and models organization's values. Does what you say you will do. Is forgiving when feeling mistreated.

Business Demeanor / Temperament: Displays a positive attitude and optimism about the work to be done, the people he or she works with, customers, management, and company policies. Has a constructive sense of humor. Maintains a calm temperament and pleasant demeanor. Shows self-control. Does not spread gossip or rumors. Acts as a positive influence on others. Is courteous, cooperative, and helpful. Is humble, never boastful, or arrogant.

Accountability: Accepts personal responsibility for the quality and timeliness of his/her work. Acknowledges and corrects mistakes. Does not make excuses or blame others for errors or problems. Carries his/her fair share of the workload. Does what he/she commits to doing.

Excellent Performance Outcomes:

- Consistently conduct matters as a positive, Servant Leader in accordance with the KT Way in all interactions with others, involving internal stakeholders in all major decisions.
- Assist sales with customer visits to provide opportunities for growth for the company.
- Assist AMST President and sales team with administrative needs to streamline processes and deliverables for on-time project completion and general office support.
- Manage daily support activities to minimize costs and expenses and optimize any necessary expenditures.

Requirements:

- College degree in business related field
- Minimum six (6) years of executive level administration support
- Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint, and Outlook)
- International experience within a manufacturing company preferred
- Advanced understanding with the internet and internet based products
- Demonstrated ability to manage multiple tasks, follows directions, and meets deadlines on projects and tasks
- Possess personal characteristics of being a self-starter, critical-thinker, honest, and reliable
- Candidate will possess strong analytical, problem solving, and time management skills
- Possess strong verbal and written communication skills to influence internal and external audiences
- Other duties and projects as assigned