



Sales Support Administrator **Job Description**

COMPANY OVERVIEW:

Muirfield Energy, founded in June 2009, is one of the largest and fastest growing energy consulting firms in the mid-west. We build trusted partnerships with industrial and commercial consumers to properly manage their energy needs and reduce their energy costs.

We are currently looking for a very detailed oriented & highly motivated team player to join our Dublin, Ohio headquarters. The Sales Support Administrator is responsible for entering and updating data into the sales databases, report generation and customer/supplier correspondence. In addition, the Sales Support Administrator is responsible for office management duties including providing administrative support to the President, scheduling meetings/special events and general office duties.

RESPONSIBILITIES:

Enter and update data in Excel, Access, Quickbooks and ClaritySoft.
Generate and prepare monthly reports including monthly commissions.
Prepare customer correspondence (welcome letters, audits) and follow up with suppliers.
Schedule and manage quarterly sales meetings, office meetings, office events and appointments. Responsibilities would include travel arrangements, agenda preparation, minutes documentation and lunch coordination.
Provide administrative support to the President and HR Manager.
Answer phone calls, distribute mail and order supplies.
Performs other duties as assigned.

QUALIFICATIONS:

High School Diploma/GED required. Associates degree or Bachelor's degree preferred.
3 to 7 years of experience as a Sales Support Administrator or Administrative Assistant preferred.
Intermediate Excel skills including the ability to manipulate data, create formulas and merge data highly preferred.
Organization and attention to fine details is a MUST!
Exceptional verbal and written communication skills required.

Your Business is Unique. So is Your Energy Solution.

425 Metro Place North, Suite 550
Dublin, Ohio 43017
614-336-8877
888-370-8878 (Fax)
www.MuirfieldEnergy.com

Proficiency in Word, Powerpoint and Outlook required.
Proficiency in Access, Quickbooks or ClaritySoft is a plus.

WE OFFER:

Competitive compensation.
Benefits package which is subsidized 75% by Muirfield Energy and includes medical, dental, vision, life & ADD coverages.
Company paid time off and holiday pay.

For immediate consideration, please submit your resume and salary history to jgay@muirfieldenergy.com

EEO / AA

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