



KLEIN MARINE SYSTEMS, INC.

Klein Marine Systems, a subsidiary of Mitcham Industries, is a world leading manufacturer of imaging sonar, hydrographic equipment and systems.

Sales Administrator

The principle function of the Sales Administrator is to provide sales support to the organization to ensure that both internal and external customer requirements are being fulfilled.

Specific job tasks include the following:

- Executive Support to Management & Sales Team
- Support the General Manager and the Director of Sales with the creation of a variety of reports
- Assist with the documentation and maintenance of Sales and Marketing processes
- Issue Return Material Authorizations on a regional basis
- Generate Quotes for Standard Systems for all products in support of all Regional Sales Managers – as needed
- Generate Quotes for spares on a regional basis.
- Telephone support during breaks / lunch periods
- Expense reporting for selected marketing and sales related expenditures
- Provide travel assistance to both internal and external customers
- Organization of off-site related meetings as required
- Assist with marketing and sales related mailings

Skills required:

This position will require the individual to possess the following skills:

- Superb organizational and administrative skills
- Process oriented proficiency in all Microsoft Office tools
- Professional demeanor which will allow interaction with outside organizations on an executive level
- Strong verbal and writing capabilities
- Positive attitude, team player willing to accept new responsibilities beyond current description

Please send cover letter and/or resume to Paul.Gardner@KleinMarineSystems.com