

Are you an organized and proactive individual with a passion for supporting dynamic teams and driving business growth? We are seeking a skilled Administrative Assistant to join our Business Development Department, playing a vital role in streamlining operations, coordinating activities, and assisting our team in achieving their goals.

**Key Responsibilities:**

- Provide prompt and professional customer service to both internal and external stakeholders.
- Collaborate closely with the sales team, communicating leads, opportunities, and customer-related matters effectively.
- Collect, track, and upload ad materials for various campaigns.
- Manage trade shows and marketing efforts.
- Pipedrive CRM database management.
- Facilitate the Product Safety Aware program process, managing first-time ambassadors, and renewals to ensure members maintain good standing.
- Generate and publish sales-related reports.

**You may be the perfect fit if you have the following experience and qualities:**

- Proven experience as an Administrative Assistant, or in a similar role, displaying exceptional organizational and multitasking abilities.
- Tech-savvy with proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Strong written and verbal communication skills, with keen attention to detail.
- Outstanding planning and time management capabilities

**What we offer:**

A fun and inclusive work environment where innovation is celebrated along with hard work.

A comprehensive benefits package, including health insurance, paid time off, and more.

**Join Our Team:**

If you are eager to contribute to the growth of a dynamic company and have a passion for supporting business development efforts, we invite you to apply for the Administrative Assistant position. As part of our team, you will have the opportunity to work with driven professionals and play a crucial role in our continued success. We look forward to reviewing your application and learning more about your potential contributions to our organization.