



Job Description Title: Ab Initio – Sales Administrator
Division/Department: ABI Operations
Location: Kissimmee, FL

Reports to: General Manager Operations & Sales Manager

Work Schedule: Monday through Friday
 8:30 a.m. to 5:00 p.m.
 Must be able to be flexible and work any time on an as needed basis.

Exemption Status: Non-Exempt

Summary of duties and responsibilities:

The Sales Administrator is responsible for assisting in developing relationships with customers and growing commercial and individual accounts through the support of the Sales effort of promoting and selling of the Pan Am Career Pilot Academy’s aviation programs. The Sales Administrator is fundamental to the success of the Academy and must possess an attitude of self-motivation, teamwork, integrity, accountability and enthusiasm.

Primary duties and responsibilities:

- Identify and properly support qualifying new business opportunities using available resources
- Provide customer support by responding to customer inquiries and requests
- Partner with current customers to ascertain current needs and therefore generate additional sales
- Routinely pull and reference system reports for additional sales opportunities
- Execute timely preparation of all, forecast reports, cold call reports and expense reports.
- Occasional sales travel to visit new and existing customers and attend relevant trade shows
- Keep management members informed of all relevant sales activity
- Administrative/Operations duties as assigned/required

Education, prior work experience, and specialized skill and knowledge:

Bachelor’s degree, preferable, Self-starter; motivated, team focused and results driven, Strong presentation, organizational, and time management skills, Demonstrated track record of consistently exceeding sales goals as well as strong negotiation and closing techniques, Outstanding verbal and written communication skills Proficient in the use of MS Office, Exceptional interpersonal skills, Strong aviation knowledge preferred, and Ability to travel

Physical environment/working conditions:

Office environment. May have some medium lifting required up to 50lbs. May require prolonged periods of sitting, standing walking, bending and stooping.

Equipment/machinery used:

General office equipment, computers, servers, copiers, telephones and audiovisual equipment.

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed

