

Sales Administrator - Orthopaedics
Location – Norcross, GA

Job Description

Come join CrossLink in this exciting sales support role. Provide day-to-day sales and operational support of our largest sales group. Partner closely with sales leaders and other functional leaders to enhance efficiencies with sales processes, sales reporting for our sales group.

- Manage and execute tracking of key sales metrics, reporting and tool development.
- Coordinate and execute all customer and employee related travel for offsite meetings.
- Be a liaison to Stryker contacts to ensure requests for data, materials or any Stryker related tasks are completed timely.
- Provide high level of customer service and follow-up to all field sales representatives to ensure timely communication of processes, deadlines and special projects such as grants, major events, and charitable donations. Support processes for onboarding new sales representatives.
- Assist with marketing related efforts to include presentations, formal correspondence and reports
- Proactively support all CrossLink community service related efforts and assisting with CrossLink Life internal related events. Other projects/tasks will be assigned.

Job Requirements

- Advanced MS Office/Office 365 skills (Outlook, Excel and PowerPoint).
- Strong ability to manage multiple customers, priorities and projects in a fast-paced environment.
- Ability to influence others with a strong set of written and verbal communication skills
- Strong attention to detail.
- Creative mind with a strong customer service spirit.

Apply via email to: jobs@crosslinklifesciences.com