



Administrative Assistant

Real Time Products is seeking an Administrative Assistant to provide a friendly, committed point of contact for our customers and sales force team.

Once hired, you are responsible for order entry, auditing orders and resolving any discrepancies. This position handles all facets of order service, maintains customer files and provides clerical and administrative support. You must thoroughly understand order entry and have a good knowledge of our products. Work is performed under moderate supervision.

Responsibilities:

- Enter daily sales orders while maintaining accuracy for areas in pricing, quantity, item #'s, etc.
- Answer all incoming phone calls and respond to all inquires quickly and efficiently
- Promote product line to new and existing customers by up-selling on incoming calls and making outgoing sales calls
- Accurately file daily invoices by customer name
- Occasionally travel to trade shows (3x per year)
- Assist other departments as needed

Requirements:

- Attention to detail with the ability to complete multiple projects with a sense of urgency
- Professional, friendly, enthusiastic approach to customer service and sales
- Reliable transportation and ability to travel as needed
- At least 2 years of office/retail experience including data entry and Microsoft Excel spreadsheets, including the ability to create new worksheets with formulas
- Proficient in Microsoft Office
- Ability to follow oral and written instructions
- Excellent organizational skills
- Work well under pressure, with ability to handle interruptions with ease
- Ability to work in a team environment and assist co-workers and management when asked
- Verifiable work references
- High School Diploma required
- Bachelor's Degree preferred

Please email resumes to jobs@realtime-products.com.

Real Time Products promotes a drug free workplace. Candidate must pass initial drug screen and future screening

Work hours are 8:00am-5:00pm Monday-Friday with occasional overtime & some Saturdays. Benefit package is available, and salary depends on experience

About Real Time Products

We have been in business since 2001 and are operated by a team that has served the souvenir industry since 1985. Our organization is a close-knit group committed to excellence. Our commitment starts with our sales staff and permeates through our order entry, packing, and shipping processes. We are dedicated to great care and client service.