

Refreshed Tech was founded to focus on electronic device buybacks and refurbishing. We help organizations turn their old or surplus technology into funds by buying back laptops, tablets, desktops, and many other forms of technology. Learn more at www.refreshedtech.com!

Do you exemplify these core values: Integrity, Ownership, Innovation, Quality, and Teamwork? We are looking for individuals who are self-motivated, responsible, and reliable to join our team!

SALES OPERATIONS ADMINISTRATOR

Refreshed Tech is a fast-growing organization focused on reusing and redistributing electronic devices. Our team comprises motivated, positive, and intelligent team players, who are driven to personal and professional growth.

The Opportunity

The Sales Operations Specialist plays a crucial role in enhancing the overall provides administrative and organizational support to the sales team. They ensure that sales processes run smoothly by maintaining accurate records, managing data, handling customer inquiries, and providing essential support in the areas of pricing, client communication, and payment processing. This role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously. The administrator is pivotal in ensuring that both internal teams and customers have the information and support they need to facilitate successful transactions and ongoing business relationships.

Key Responsibilities

- Build out partner open deal tracker and maintain
- Organize price lists in a manner that are easy to digest
- Customer database maintenance
- Handle select customer inquiries and provide resolution
- Client follow ups regarding orders, delivery and status
- Client reconciliation and payment support
- Take the lead on day to day customer service
- Record keeping
- Manage data in spreadsheets and reports
- Report to the Chief Growth Officer.

Who You Are

- Bachelor's Degree preferred
- **Highly proficient in Excel, required**
- Organization skills
- Strong phone, email and in-person communication
- Proficient in MS Office
- Analysis and problem solving
- Time management
- Customer service

Your Commitment

- Full-time, Hourly non-exempt, 40 hours per week
- Monday - Friday, 7:00 am - 5:00 pm (flexible hours)
- NO WEEKENDS
- NO HOLIDAYS

Your Benefit *available after 90 days of employment

- Holiday day
- Paid Time Off*
- Health Insurance*
- Dental Insurance*
- Vision Insurance*
- Basic Life Policy*
- 401k Traditional or Roth (available after 6 months)

MUST be able to pass a background check | refreshedtech is an Equal Opportunity Employer.

- 401k Company Match