

**Position**      **Sales Support Administrator**  
**Location**     **Poway, CA**

The Sales Support Administrator is responsible for managing all aspects of the sales process. The role will involve coordinating the Director of Business Development's schedule to maximize the growth of sales opportunities and ensuring deliverables are met without delay or disruption. This role will also involve some level of research, followed by contacting prospective customers using the results of market research as well as working upon a wide range of projects to tight deadlines.

Specific responsibilities include:

- Manage sales order process to ensure that each prospect is progressed and closed efficiently
- Manage Director of Business Development's schedule and prepare materials to ensure his utilization rate is maintained at the required level
- Process incoming routine sales orders
- Manage CRM system - Produce the monthly sales performance report and determine and execute follow up actions
- Conduct desktop research to identify and exploit strategic opportunities in the marketplace
- Manage a structured customer visit program
- Evaluate leads and convert viable opportunities into sales prospects
- Serve as 1<sup>st</sup> responder to web inquiries and incoming calls, discerning viability and processing them as appropriate

Required Skills and Experience

- Minimum five years of recent work experience in sales process management or office management
- Bachelors degree in a business-related field, or equivalent, required
- Substantial working experience interacting with and influencing people on a commercial level
- Strong influencing, negotiation and consultative abilities
- Experience with travel coordination in a professional capacity required; international travel coordination preferred
- Strong customer service skills; must maintain a friendly and approachable demeanor at all times

- Exemplary two way communication skills utilizing all media
- Ability to accurately and confidently interpret and act upon intended messages as received
- Attention to detail and high level of accuracy required
- Proficient in using a variety of computer packages, including Microsoft applications (emphasis on creating and developing Power Point presentations), customer database software programs
- Highly intuitive in conducting relevant internet searches
- Must demonstrate problem solving skills and be able to exercise independent judgment
- Ability to maintain confidentiality is imperative
- Must have strong organizational and time management skills, and be able to work and deliver ambitious targets under tight deadlines

A bit about Clean Air Power...

Founded in 1991, Clean Air Power is the developer and global leader of Dual-Fuel™ combustion technology for heavy-duty diesel engines. The flagship technology is a patented Dual-Fuel™ system which enables heavy-duty diesel engines to operate on a combination of natural gas and diesel. This provides customers with diesel engine performance, significant fuel cost savings and low emissions without sacrificing the diesel engine's characteristic efficiency or reliability.

To date, CAP's Dual-Fuel™ technology has been incorporated on around 2,700 vehicles operated by more than 100 customers around the world.

Please visit our website [www.cleanairpower.com](http://www.cleanairpower.com) to learn more about our company!

If you wish to apply for this exciting opportunity, please submit a comprehensive cover letter and resume via Craigslist or email. Your letter should include an explanation of your suitability for the position, your availability, and your approximate earning expectation. Include the position title in the subject line of the email to ensure proper routing.

We will contact any candidates we feel may be a suitable match as soon as possible to schedule an interview. Interviews will be conducted between 9am and 2pm on an upcoming Monday, Tuesday, or Thursday. We respectfully request no phone calls or drop-in visits.

Clean Air Power is an equal opportunity employer.

Please email your resume to:

Jaime Shea, Human Resources Manager

[jshea@cleanairpower.com](mailto:jshea@cleanairpower.com)