



Job Title: Corporate Sales Support
Reports To: Corporate Sales Team
Classification: Hourly – Nonexempt

Summary: The Corporate Sales Support employees assist our Corporate Fleet Dept management team, customers, and vendors with various administrative tasks related to both new and used trucks.

Essential Duties and Responsibilities (not in order of priority):

- Track and maintain databases of orders by customer for each calendar year.
- Develop reports and presentations for management, shareholders, or customers.
- Provide excellent customer service in a fast-paced, ever-changing environment.
- Create, track, and process invoices/purchase orders while auditing costs and ensuring accuracy on the part of Truck Country and our vendors.
- Invoice vehicles while adhering to state and federal laws, including taxation. Includes processing truck deals in a timely manner while following GAAP principles.
- Assist management in inventory maintenance, ensuring accurate information for all Truck Country locations.
- Assist sales team in obtaining necessary information for active inventory.
- Provide updates to customers and management on status of deliveries, while also working to obtain missing information to provide to vendors.
- Work with transport companies and other dealerships to deliver trucks to customers on time, while adjusting for each customer's needs.
- Various bookkeeping duties, such as maintaining accounting schedules, creating journal entries, and projecting account balances.
- Other duties as required and assigned.
- Maintain regular on-site attendance.

Work Environment:

- Ability to sit frequently and for long durations.
- The noise level in the work environment is usually quiet to moderate.

Physical & Mental Requirements:

- Ability to deal with frequent change, delays, or unexpected events.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Able to interpret a variety of instructions furnished in written or oral form.
- Ability to think logically and prioritize tasks.

Education, Skills and Knowledge required:

- Working knowledge of Microsoft Office products and demonstrate capability of learning in house computer systems.
- Reliable, motivated and driven to deliver quality workmanship
- Excellent verbal and written communication skills
- Strong attention to detail
- Willing to cross-train and assist other employees or departments as needed

This job description may be revised at any time as dictated by Customer needs or Management decision.