**Who we are:**

American Ecotech is a focused and ambitious organization committed entirely to helping scientists, researchers, government, and industrial entities accurately measure what is in the air. Our customers encompass Federal government agencies, State and Local government environmental protection agencies, major industrial facilities, environmental consulting firms, and various scientific and research organizations. We love working with hundreds of scientists and engineers who share the same passion we do.

When you are part of the team at American Ecotech then you are helping the world to breathe better. Your work will have a real-world impact, and you’ll be supported in achieving your career goals.

**Who you are:**

**Administrative Assistant – Sales Support / Part-Time**

This role will provide administrative support for our sales and technical teams in our busy main office in Rhode Island. This includes but is not limited to, supporting various sales initiatives, maintaining and updating customer records in CRM, compiling weekly & monthly sales reports, travel booking and answering phones. Additionally, PowerPoint presentation creation, drafting letters, ad hoc reports, updating brochures and other literature, taking meeting minutes, and supporting all departments with administrative tasks as requested.

**What will you do?**

* Prepare weekly sales and ad hoc reports.
* Enter new contacts in the company CRM database and pull reports as requested.
* Manage travel arrangements and bookings for staff.
* Manage office supply ordering, take meeting minutes and update agendas, and daily bank/post office run.
* Manage sales initiatives, including, Conference registration, planning, and Organization, Conference marketing reach outs, marketing emails, company LinkedIn page, and customer appreciation/holiday mail-outs.
* Liaise with IT to coordinate company website updates as required.
* Additional support tasks as needed.

**How to join our team:**

**Education**

* High school degree or equivalent, Associate’s degree preferred.

**Experience**

* Minimum 3 years of experience in an administrative support role.
* Experience with Excel, and Word. QuickBooks experience is a plus.
* Team player with excellent interpersonal and communication skills.
* Proven ability to work independently with a minimum of supervisor input.
* Must be proficient in the English language.
* Must be able to pass a criminal background check.
* Must be authorized to work in the U.S. without sponsorship.

**Compensation & Benefits**

* Competitive salary.
* Complimentary gym membership.