



Blue Microphones is looking for a full-time **Sales Assistant**. Recipient of the “Inc. 5000 Fastest-Growing Companies Award” for eight years running. Blue is a highly regarded, premium brand in consumer electronics and professional recording products, with a broad lineup of well-established and innovative, high quality offerings at the professional and consumer level. The company will continue its rapid growth, propelled by sales of products in new segments and markets, and a reputation for innovative industrial design, novel features and remarkable quality in a range of product categories.

The position reports to the Sales Administration Manager to provide administrative support to the Sales department, and interacts closely with all departments throughout the Company. This is an incredible opportunity for a talented individual to start a career in Sales.

Responsibilities:

- Accurate and timely review and input of sales orders for warehouse distribution.
- Provide excellent communication/customer service via phone and email to high profile dealer/distributors and end users.
- Provide accurate analysis of inventory levels when answering incoming questions regarding product and its availability.
- Provide additional operational and administrative support for sales activity.
- Respond to complaints from customers and give pre- and post-sales support when requested.
- Provide support to Reps and Sales Team by facilitating sample orders for interested parties.
- Direct incoming phone calls and emails to their appropriate departments, assist other departments as needed.

Qualifications:

- 1-2 years of office and administrative experience
- Strong computer skills and proficiency in Outlook, MS Word & Excel
- NetSuite experience desired
- Electronic Data Integration (EDI) portals experience a plus
- Excellent communication skills and a professional phone manner
- Able to prioritize, multi-task, organize and handle last minute projects with tight deadlines
- Handle confidential and sensitive material with discretion

The ideal candidate will be extremely professional, extroverted, personable, and able to quickly connect with people in a business environment or a social setting.

Prior experience or familiarity with the audio/music industry is a plus, though not required. All candidates must be responsible, dependable, self-motivated, detail oriented, and be comfortable as a vital team member in a small, rapidly growing company. **Punctuality, accuracy and reliability are musts.**

If you are interested in the opportunity to join the team at this unique and exciting company, please submit a resume (preferably MS Word or PDF) to careers@bluemic.com describing your skills, relevant experience, prior work history, and salary requirement. Company is an equal opportunity employer located in Westlake Village, CA, 30 minutes northwest of Los Angeles.

NO PHONE CALLS, WALK-INS OR RECRUITERS PLEASE