



Title: Sales Administrative Assistant

Location: Petaluma

Reports to: Sr. Director of Inside Sales & Sales Operations

## Overview

The Sales Administrative Assistant is a full-time position in the HydroPoint sales department. The primary role of the Sales Assistant is to support sales management, order management and the account management teams in day-to-day activities related to customers and internal sales operations. This will require a high degree of daily coordination and communication with the HydroPoint sales team and interdepartmental as well. The Sales Assistant will serve roles on both the pre- and post-sales side of the sales process including order & quote management, meeting follow up, presentation support, digital file management, and some customer facing tasks including subscription renewals and meeting coordination. The Sales Assistant will report to the Sr. Director of Inside Sales & Sales Operations.

### What HydroPoint Offer:

- Supportive and collaborative team environment
- A strong focus on initial training and ramp time for individual success
- Potential for growth inside the sales department or other areas of company
- Competitive compensation package including 401(k) retirement plan, paid time off and holidays, and comprehensive health benefit plans

## Key Responsibilities

Team members will be working from home thru at least April 15, 2021. Team members working from home are required to follow HPDS Work from Home Policy, examples of this policy include adequate internet service, a designated workspace that is quiet, ability to attend meetings in a virtual capacity, be available online and by phone for their scheduled workday minus rest periods and lunch breaks. HPDS will supply employee with appropriate computer, software and office supplies and reimburse employees for reasonable business-related expense. Other key day to day and project-based responsibilities will include:

- Order tracking, processing & related support to Order Management
- Pricing inquiries
- Quote generation
- CRM & Data Management
- Sales Reporting, Data Entry & Field Sales Team Requests



## Required Skills & Experience

- 2+ years' office or account management, support or sales
- MS Office (excel, PowerPoint, Word), Above average Excel skills desired
- Salesforce or similar CRM preferred
- Strong communication skills; verbal and written
- Reliable follow through and follow up skills
- Demonstrates persistence and overcomes obstacles
- Proactively identifies and acts on opportunities
- Exhibits excellent listening and comprehension
- Prioritizes and plans work activities to meet multiple deadlines.
- Works well in group problem solving situations

## About HydroPoint

HydroPoint is the leader in smart water management solutions, helping companies to maximize water savings, reduce operating costs, minimize business risks, and achieve sustainability goals. An EPA WaterSense® Partner of the Year, the company combines the latest in IoT technology, data analytics, and automation to optimize irrigation, flow management, and leak detection across an entire site. HydroPoint solutions deliver visibility and control for a broad range of commercial, government, education, and community applications. Located in the San Francisco North Bay, HydroPoint has been helping the world save, and not waste, water for more than 15 years. Our mission is to make the best and most efficient use of our world's most important resource.

HydroPoint provides a competitive compensation package including salary, 401(k) retirement plan, paid time off and holidays, and comprehensive health benefits.

*HydroPoint is an Equal Opportunity Employer, committed to providing equal employment opportunities to all employees and applicants in all company facilities without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation in accordance with applicable federal, state and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. HydroPoint participates in the E-Verify program as required by law.*

- LOCAL RESIDENTS ONLY PLEASE. THIS IS A FULL TIME POSITION.  
NO CURRENT OR FUTURE VISA SPONSORSHIP. REQUIRES LEGAL AUTHORIZATION TO WORK FOR ANY U.S. COMPANY WITHOUT CURRENT OR FUTURE RESTRICTION
- HYDRDOPOINT IS FOLLOWING LOCAL COUNTY AND STATE ORDIANCES IN RESPONSE TO COVID-19 PANDEMIC.