

## Sto Corp. Job Description

**Title:** Administrative Assistant

**Location:** Atlanta, GA 30331

**Reports To:** Senior VP of Sales and Marketing

**Summary:** As an affiliate of a German-based company, Sto Corp. is the North American leader in innovative cladding and coating solutions for building construction, maintenance and restoration. In the role of Assistant to the Senior VP of Sales and Marketing, you will be responsible for providing administrative and project support services to help Sto Corp. achieve the company's strategic goals.

### Essential Duties & Responsibilities (includes, but not limited to):

- Perform diverse administrative and project support to support the Senior VP of Sales and Marketing.
- Coordinate and manage event and meetings, including national sales meetings and annual distributor meeting, distributor council meetings, area meetings, departmental meetings, and special events (The Masters, plant tours, Visionaries forum) and owners visits.
- Perform administrative duties including managing the schedule, expenses and daily activities of the Senior VP of Sales and Marketing.
- Assist in the set-up of new distributors, as well as the termination of existing distributors.
- Manages and modifies contracts, memberships, distribution agreements, and distributor manual.
- Manage and update distributor location lists and map(s).
- Manage multiple projects in a timely and efficient manner, displaying solid judgment and making decisions in a timely manner.
- Participate as a team member on various company initiatives and projects as assigned that may include developing, planning and coordinating presentations, negotiating contracts, organizing events and meetings working with outside vendors, and collaborating with other departments.
- Send monthly Net Sales reports to sales representatives and monthly Customer Profitability reports to regional sales managers.
- Perform other duties as assigned.

### Knowledge/Skills/Abilities:

- Bachelor's degree preferred.
- Minimum 2 years administrative support experience; or equivalent combination of education and experience will also be considered.
- Receive supervision and direction from manager, but also able to work independently and effectively in order to meet individual goals and deadlines.
- Excellent computer skills (MS Office) required.
- Knowledge of Concur, Salesforce.com, and Alfresco preferred.
- Strong interpersonal skills are necessary to meet the demands of the position; ability to build relationships.
- Well-organized.
- Strong project management and multi-tasking skills.
- Strong written and oral communication skills.
- Some overtime and limited travel may be required.
- Social Media experience.

### To Apply:

Submit your resume and cover letter to [Jobs@StoCorp.com](mailto:Jobs@StoCorp.com). Job ID: Admin