

Sto Corp. Job Description

Title: Administrative Assistant, Sales and Marketing

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 a full range of meetings and special events at a regional and national level.
- Perform administrative duties including managing the schedule, expenses and daily activities of the Senior VP of Sales and Marketing.
- Coordinate distribution administration issues.
- Manage and oversee modifications to 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.
- Collaborate as a team member on various company initiatives – internal and external.
- Support Regional Sales Reps and Product Managers with Marketing and Sales reporting and plans.
- Assist with the implementation of marketing and sales strategies
- Perform other duties as assigned.

Knowledge/Skills/Abilities:

- Bachelor's degree required.
- 2 years of relevant experience (Sales or Marketing experience).
- Business background preferred.
- Receive supervision and direction from manager, but also able to work independently and effectively in order to meet individual goals and deadlines.
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Knowledge of Concur, Salesforce.com, and Alfresco preferred.
- Good understanding of computer systems, mobile devices and other tech products.
- Strong interpersonal skills are necessary to meet the demands of the position; ability to build relationships.
- Proven ability to quickly and accurately respond to requests from both internal and external audiences.
- 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.

The ideal candidate will have 4 year degree from an accredited college or university along with 2 years relevant experience. This position will work closely with both the Sales and Marketing departments. Additionally, the ideal candidate will be someone who is looking to grow within the organization.

To Apply:

Submit your resume and cover letter to Jobs@StoCorp.com. Job ID: Admin