



An AIRXCEL Brand

Position: Administrative Assistant
To the Sales Team
Reports to: National Sales Manager

Company Overview

Founded in 1984, Aqua-Hot Heating Systems, Inc. is one of the most recognized and trusted brands in the recreational vehicle (RV) industry. We offer premium products that provide RV owners with exceptional comfort while saving fuel, reducing emissions, and adding real value. Aqua-Hot supplies more than 40 original equipment manufacturers in North America, China and Europe.

Aqua-Hot provides great solutions that make our customer's product better.

Essential Duties and Responsibilities

- Coordinating meetings and events, including developing schedules and assignments, preparing shipments, organizing mailing lists, etc.
- Ensuring the sales team is supplied with the necessary collateral materials to enable them to sell products
- Creating and tracking various sales data points using Excel
- Managing production and control of product support literature and collateral materials including bulletins, brochures, manuals, electronic files, and price lists
- Organizing sales materials within SharePoint and CRM
- Creating, managing, and tracking sales campaigns in CRM
- Coordinating the creation and distribution of communications including, but not limited to emails, articles, newsletters, and service announcements
- Managing the flow of information and communication and disseminating according to plan/strategy
- Researching and collecting data on industry trends
- Preparing and sending out quotes for multiple levels of customer upon inquiry
- Developing and updating technical training presentations; managing training class materials
- Capturing/editing photographs of service parts; gathering and updating pertinent product information to facilitate online sales
- Collecting and analyzing data on products, markets, and competitors
- Updating job knowledge by participating in educational opportunities and reading trade publications
- Accomplishing company goals by accepting ownership, undertaking new and different tasks, and exploring opportunities to add value
- Participating in cross functional teams



Preferred Education and/or Experience:

- High School Diploma or equivalent required; Associates Degree or higher preferred
- Prior administrative work experience is preferred

Knowledge and Skill Requirements:

- Excellent communication skills (verbal and written)
- Proficiency in MS Office and CRM Applications
- Understand marketing strategy
- Ability to write and deliver reports
- Ability to create and deliver presentations
- Ability to exercise tact and good interpersonal skills
- Time management skills
- Analytical and problem-solving skills
- Ability to be pro-active
- Ability to read, understand and communicate technical documentation
- Be a self-starter, a highly motivated person

Our Benefit Package Includes

- Medical
- Dental
- Vision
- 401(k) Plan
- Paid Holidays
- Long Term Care
- Educational Assistance