

BRE Staffing, LLC is currently recruiting for a top-notch **Senior Administrative Star** supporting VP of Sales and key leadership. Our client located in San Ramon, CA. The position will be a direct placement and will be a hybrid role. Compensation includes competitive base salary plus bonus. Full Benefits including 401k match of 5%.

This position will support the VP of Sales and VP of Field Technology in various functions including trade show planning, conference management, expense reporting, calendar management, customer service. Typical duties include:

- Design, develop and package product literature and advertising on a regional basis.
- Provide guidance and track documentation of demo's, expenses and all time related administrative activities of the sales reps.
- Act as a bridge between Manager and corporate support staff, i.e., IT, Customer Service, Market Segment Managers and Credit Manager.
- Provide budget information for Regional Sales Manager, National Business Manager and National FMD Manager. Exhibit leadership in execution of special project requests from staff and management.
- Develop analyses to measure sales to track sales rep compensation bonus.
- Compose correspondence and other documents using Word, create PowerPoint presentations, track operating expenses using Excel, schedules Crystal and Everest reports, order marketing/sales literature, print, compile and distribute new product training and demo materials, mail marketing program payments.
- Coordinate complex meeting schedules to accommodate diverse crop and product discussions.
- Research, analyze costs, recommend site, negotiate contract, communicate with attendees, and monitor venue compliance with contract and audits invoices for internal company meetings and customer entertainment events.
- Address customer inquiries or complaints; solve problems during Manager's absence.

**Qualifications:**

- BA/BS preferred, with 10 years experience. Microsoft Office, Outlook, Excel, Powerpoint and Word.

For immediate consideration, please email me your resume directly:

Bo Ku - [Boku@bre-staffing.com](mailto:Boku@bre-staffing.com)