



Updated May 21, 2026

Sales Support Administrator

Position Summary

We are searching for a dynamic **Sales Support Administrator** professional to join our team in Woodbridge, N.J. This person provides essential administrative and operational support to the sales team by managing documentation, coordinating customer communications, and assisting with sales-related processes. This role plays a key part in keeping deals moving forward by ensuring information is complete, accurate, and properly tracked.

The ideal candidate is highly organized, detail-oriented, responsive, and comfortable interacting with customers and internal team members in a fast-paced environment.

Essential Job Functions

Document Collection & Organization

- Request and collect documentation from customers as needed
- Organize, label, and upload files into internal systems and CRM tools
- Ensure documents are complete, accurate, and properly categorized

Application & Form Support

- Complete and submit required applications and internal forms as part of the sales qualification process
- Proactively follow up with customers to obtain missing information
- Track submission status and ensure timely completion

DocuSign & Document Execution

- Prepare and send documents using the sales team's DocuSign account
- Monitor document completion and follow up as needed

Sales & Customer Coordination

- Confirm and coordinate meetings on behalf of sales representatives
- Provide customers with updates upon request
- Edit or modify proposals as directed by the sales team (e.g., removing pricing when required)

RFP & Opportunity Monitoring

- Monitor public bid and RFP platforms to identify relevant opportunities
- Flag applicable opportunities and deadlines for sales team visibility

Presentation & Writing Support

- Assist with drafting, editing, and formatting professional PowerPoint presentations
- Support sales and leadership teams with written materials and presentation preparation

Qualifications

- 1–3 years of experience in Sales Support, Sales Administration, Administrative Support, or a related role
- Strong organizational skills and attention to detail
- Comfortable communicating with customers via email and phone
- Ability to manage multiple priorities and deadlines
- Proficiency in:
 - Microsoft Office (Outlook, Word, Excel, PowerPoint)
 - DocuSign or similar e-signature tools
- Experience working with CRM systems (HubSpot preferred)
- Strong written and verbal communication skills

Preferred Skills

- Experience supporting a high-volume or fast-paced sales team
- Familiarity with proposal workflows, document management, and internal approval processes
- Ability to work independently while collaborating closely with sales leadership

Physical Demands of the Job

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

- While performing the duties of this job, the employee is occasionally required to stand; sit, walk, climb, balance, stoop, kneel, crouch or crawl; use hands to finger, grasp, or feel objects; reach with hands and arms; push or pull; talk and hear; use repetitive motions.
- The employee is frequently required to lift and/or move up to 20 pounds and occasionally lift and/or move up to 25 pounds and/or sit for long periods of time.
- The employee must have visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading and visual inspections of site plans.

Work Environment

While performing the duties of this job, the employee is subject to the following work environment:

- The employee is subject to both inside and outside environmental conditions.
- The employee is subject to hazards such as proximity to moving mechanical parts, moving vehicles, and electrical current.

Equal Employment Opportunity (EOE)

TSE is an equal-opportunity employer committed to diversity and inclusion in the workplace. TSE prohibits discrimination and harassment of any kind based on age, race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, age, marital status, gender, gender identity or expression, veteran status, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. TSE makes hiring decisions based solely on qualifications, merit, and business needs at the time. Please read through our EEO Policy for more information. TSE is committed to working with and

providing reasonable accommodation to applicants with physical and mental disabilities. TSE is a drug-free workplace.

Screening

TSE makes offers of employment contingent upon (1) successful completion of a routine background investigation and reference check, (2) drug testing, and (3) Act 34 Child Abuse clearance.

Benefits

- Medical, vision, and dental insurance
- 401(k) with company match.
- Company-provided life insurance, short- and long-term disability
- Health Savings Account (HSA)
- Education reimbursement program with management approval
- Annual paid time off.
- Observance of 8 Federal Holidays.
- Opportunities for advancement and development.

If interested in applying for this position, please send your resume to HR@TriSEnergy.com.