



TOGETHER WE OPTIMISE,  
INNOVATE AND SIMPLIFY  
FLEXO TECHNOLOGY

## Sales Administration Assistant

TRESU Americas is a wholly owned subsidiary of the TRESU Group in Denmark. We offer a broad and deep line of ancillary products, which cater to the global printing industry. In addition to our US product line, from Denmark, we offer the most technologically advanced coating and ink pump, hot air drying systems and printing plate cleaning equipment. TRESU Group is rapidly becoming the largest and most comprehensive vendor partner to printing press manufacturers as well as to individual printing companies worldwide.

In order to handle and further develop our sales activities in the Americas, we are seeking to add a mature and experienced Sales Administrator to our team in our corporate facility in Dallas, TX. The qualified candidate will serve as administrator of our web shop, will drive daily sales functions, and will coordinate all sales administration functions to assist the sales team in meeting forecasted sales projections.

### JOB DESCRIPTION

Act as a link between the customer and the sales team you will provide support to the Sales Management in:

- Quote preparation, etc.
- Preparation of sales and prospect reports for management analysis.
- Checking data accuracy in orders and invoices. Order processing, track reports; file invoices, forward phone calls.
- Contacting clients to obtain missing information or answer queries.

You will work with other departments that are responsible for fulfilling orders or providing service to customers and:

- Provide daily phone contact/support to customers.
- Contact with shipping partners.
- Optimization and continuous support of the TRESU Americas web shop.
- Work cooperatively with other disciplines within the organization structure.

### JOB REQUIREMENTS

You have an education, an associate degree from an accredited institution, undergraduate preferred. The ideal candidate should be a self-starter, have a drive to succeed, be able to take initiative, be energetic, persistent, and work independently. You have experience with CRM software and MS Office (MS Excel in particular) and you understand sales performance metrics.

You are an excellent organizational and multitasking skills good clerical skills, together with computing and data entry skills. A team player with high level of dedication and have the ability to work under strict deadlines. You are able to work accurately with great attention to detail to process orders quickly and efficiently with min. 2 years of experience in sales administration.

You have excellent written and verbal communication skills and have work knowledge of Microsoft Office Suite (excel, word, power point). We would prefer if you have been working with SAP. Bi-lingual is mandatory (English/Spanish).

TRESU Americas offers the following benefits to the qualified candidate upon completion of a 90-day probationary period:

- Health, dental, and vision insurance
- 401(k) retirement savings program
- Life, STD, LTD insurance

If you meet the above qualifications and please submit your resume and salary requirements to [jto@tresu.com](mailto:jto@tresu.com)



**TRESU**  
Group

*TRESU Group is a highly specialized company offering flexible, customized solutions of flexo printing machines and ancillary products for flexo, digital and offset printing to the graphic industry. TRESU Group has over 35 years of experience and expertise in the development and production of engineered solutions for this industry and supplies directly to end-customers, OEMs and partners. With more than 98% of the production being exported, TRESU Group is a strong player on the global market. TRESU Group has production facilities in Denmark and the USA, sales companies in Germany, Italy, Japan and China, and an international agency network providing local support and know-how.*