



Office Coordinator

Sandler Framingham is happy to announce new **Office Coordinator** opening on our growing team! This role is located at the Sandler Framingham Headquarters in Framingham, MA.

Here's the gist of what we need:

About You

- First and foremost, you need a sense of humor (no joke, this is required)
- You've helped run an office before.
- You have a positive energy.
- You are organized and like getting disorganized things into order. Maybe you even color-code? We're not judging.
- You enjoy helping people.
- You excel at getting something accomplished with little hand-holding.
- You are an expert problem solver.
- You are comfortable wearing many hats.
- You like spreadsheets, reports, and working within online apps like LinkedIn, Salesforce, and Outlook.
- You are very good at reviewing processes and improving them.

The Role

- Manage Accounts Payable / Receivable
- Order Office Supplies and Training Materials
- Manage vendor relationships
- Assist with training prep
- Assist with marketing coordination and social media posts
- Book Travel for executives
- P&L Management and Review
- Manage Outlook inbox/calendar for CEO
- Answer the phones
- Greet clients and/or prospects upon arrival to training center
- Attend industry and networking events on occasion
- Assist with weekly Training event production

- Product inventory

About Us

SaleFish, LLC is a Sander Training affiliate Headquartered in Framingham, Massachusetts with an additional location in Hawaii. We coach, train and mentor sales professionals, sales managers, and C-suite executives at small to large organizations. Our services help our clients develop a process around business development and enable management and executives to maximize sales performance.

Sandler Training is a global leader in training and professional development with over 250 offices in 30 different countries. We help provide companies with the right tools and methodologies to effectively manage and grow successful sales teams.