



To support the dynamic growth of ABS Satellite Organization, ABS is looking for high calibre talent to fill the position of “Administrative Assistant, Global Sales & Marketing”. For candidates with additional qualifications and experience, a “Senior Administrative Assistant, Global Sales & Marketing” position can be considered.

Reporting to the Chief Commercial Officer of ABS, this position will be based in our US Head Quarters located in Potomac, Maryland and will be responsible for the following duties:

1. Plan, organize and coordinate the logistics for internal sales meetings, regional meetings, conference calls, key customer events, road shows, etc.
2. Maintain and update centralized calendar of regional activities and Sales
3. Monitor and review sales team travel expenses to ensure adherence to corporate standard and guidelines
4. Provide administrative support to senior executives in the global sales and marketing team which includes travel arrangements, meeting scheduling and coordination, expense reports submission
5. Provide logistics support and coordinate resources related to marketing activities which include trade shows, conferences, customer events, marketing materials and write-ups
6. Prepare Marketing literature and documentation

To succeed in the role, the ideal candidate should possess the following capabilities:

- Strong computer skills in MS Office applications: Outlook, Excel, PowerPoint and Word.
- Ability to multi-task effectively.
- Strong oral and written English language skills.
- Previous experience as an Executive Assistant or Administrative Assistant.
- Previous experience in the marketing and telecom industry is preferred
- Familiarity with supporting global team and customers, being able to adapt to other international schedules
- Minimum High School Education, college graduates preferred

Interested candidates are invited to send their applications and expected compensation to recruitment@absatellite.com