



## **Business Administrator Position**

**October 2014**

### **The Company**

Logic, Inc. is a privately-owned Kansas City-based distributor of industrial automation products typically used by utilities and manufacturing. We sell and support a variety of products including programmable controllers, operator interface hardware and software, industrial computers, variable frequency drives, software used in manufacturing, and precision motion control products. Our corporate headquarters is in Olathe, Kansas with sales offices in Wichita, KS, St. Louis, MO, Springfield, MO and Omaha, NE.

### **The Position – Business Administrator**

The position is one of assisting management in the daily needs associated with running a sales organization. Duties include data mining and organizing data from our CRM software to keep our vendor forecast current, working with the Logic Inc. sales team and our vendors in resolving day to day issues with pricing, delivery, and other customer-related issues, assisting in the coordination of Logic-sponsored events, and distributing leads to appropriate sales resources.

### **Requirements**

- **Strong organizational skills** – The position requires the ability to track, accomplish, and prioritize a large number of tasks.
- **Degree** – You must have graduated from an accredited university with a degree in business or a 2-year business program.
- **Data Manipulation** – You need the ability to use Excel in an in-depth manner. It would be very helpful to know SQL language for reporting and data mining.
- **Fast Learner**– This position will introduce a lot of new information, including new technologies, new software, and solving new problems.
- **Strong Communicator**– You will need to explain situations both verbally and written in a way that people clearly understand what you are trying to convey.
- **People Person**– To be successful you must enjoy working with many different types of people. This job may require you to be more outgoing than your natural inclination.
- **Team Player**– Everyone within Logic, Inc. is working towards a common goal.
- **Self-Manage**– We do not micro-manage your work life; you must be able to manage time effectively, organize your material, and perform quality work without anyone looking over



your shoulder.

- **Positive Attitude**– This role requires a personality that is generally positive and enjoyable. This is required for effectively interfacing with coworkers, customers, and vendors.
- **Mediator**– As a distributor, our role is to advocate for the customers to the vendors and to advocate for the vendor to customers. This requires an objective perspective. General care must be taken when you feel that a customer or vendor is being illogical or irrational, and it is important not to try and change a closely-held belief of either party.

Salary will be commensurate with education and experience.

Send resume: [resumes@logic-control.com](mailto:resumes@logic-control.com)