

**Company Information:**

Clearfield, Inc. designs, manufactures and distributes fiber optic management products, helping service providers reduce the high costs associated with deploying, managing, protecting and scaling a fiber optic network to deliver the mobile, residential and business services customers want. Based on the patented Clearview® Cassette, our unique single-architected, modular fiber management platform is designed to lower the cost of broadband deployment and maintenance while enabling our customers to scale their operations as their subscriber revenues increase.

Clearfield provides a robust total compensation package including base salary plus annual incentive bonus, comprehensive medical, dental and vision insurance, company paid life insurance, short-term and long-term disability insurance, 401(k) Safe Harbor plan with up to 4.5% match on first 6% of employee contribution, and Employee Stock Participation Plan providing employees discount purchase in Clearfield stock (NASDAQ: CLFD).\*\*

**Position title:** Executive Assistant Sales Data Administrator

**Position objective:** Execute diverse office activities including analysis of sales data and carry out administrative detail in support of Chief Executive Officer, Chief Revenue Officer and Sales team.

**Position Description:****1. Analyze Sales Data**

- a) Examine and assess monthly, quarterly, and annual sales reports and CRM input to identify sales patterns and areas for improvement
- b) Compare sales data to revenue projections and expectations.
- c) Assess market data, including competitors, to identify areas where the company can increase its efforts.

**2. Develop Projections and Forecasts**

- a) Utilize existing sales data and market trends to develop forecasts and projections to support a dynamic pipeline of opportunities.
- b) Develop reports showing expected sales and the potential effects of new strategies to aid in decision-making.
- c) Work closely with Sales team members to support the development of forecasts and communicate to leadership as needed.

**3. Administrative Support**

- a) Prepare and generate Sales reports and present to leadership as needed.
- b) Maintain CEO and CRO calendars and business activities.
- c) Arrange travel itineraries and reservations for CEO, CRO, and Board members, including scheduling of offsite meetings.
- d) Record minutes of major department meetings, attendance, and maintain related files.
- e) Coordinate field visits from outside clients, including lodging, hosted onsite meals or other services as needed.
- f) Maintain records of a variety of documentation including written, telephone, and e-mail correspondence.

**Position requirements:**

- Bachelor's degree in Sales, Administration or related field.
- Experience in administrative sales support role to management.
- Strong experience with MS platform including in MS Word, PowerPoint, Excel. Visio preferred.
- Excellent written and verbal communication skills required. Communication with C+ level executives preferred.
- Ability to multi-task, prioritize competing work demands and organize work to meet deadlines.
- Demonstrated professional, positive, service-oriented behavior in all interactions require