



ADVANCING THE TECHNICAL DEVELOPMENT, PRODUCTION, PROCESSING AND APPLICATION OF IRON AND STEEL

JOB POSTING

21 May 2026

Sales Administrator – Commercial Department

Position Summary

The Association for Iron & Steel Technology (AIST), headquartered near Pittsburgh, PA is a growing global 501(c)(3) nonprofit organization with roots to 1871. AIST is a leading nonprofit representing more than 19,000 members across 70+ countries, dedicated to advancing the technical development, production, and application of iron and steel. We promote knowledge-sharing, innovation, and workforce development through global conferences, training programs, scholarships and technical publications.

The Sales Administrator collaborates closely with internal teams and partner organizations to deliver revenue growth for AIST while also increasing value and improving service to our global membership. This role balances providing support to sales representatives, managing the CRM platforms (iMIS and A2Z), tracking advertising deliverables, ensuring invoicing and payment schedules are processed accurately and providing detailed planning for events such as AISTech.

Core Responsibilities:

Sales Operations

- Support the sales team in achieving and exceeding annual sales goals, revenue targets and key performance indicators (KPIs).
- Coordinate and administer all sales-related activities for advertising, sponsorships, exhibits and other commercial products and services.
- Generate contracts, invoices, payment schedules, and maintain sales tracking reports, sponsorship inventories and revenue status reports.
- Monitor deadlines, fulfillment schedules and customer deliverables to ensure accurate and timely execution
- Maintain organized records and assist with reporting, workflow improvements and operational efficiencies

Platform & CRM Administration

- Manage and maintain accurate customer, sales, and financial records within organizational platforms.
- Administer exhibitor and sponsorship platform operations, including exhibitor contracts, portals, booth selections and sponsorship galleries.
- Process invoices, checks, wire payments and past-due account communications while supporting CRM data integrity and reporting accuracy.
- Coordinate system updates and assist with troubleshooting operational or customer-related platform issues.

Major Event Coordination

- Serve as a key sales team member and project coordinator for all commercial activities related to AISTech, along with other major events.
- Develop exhibitor communications and service materials while tracking exhibitor payments, COIs, sponsorship fulfillment items, and exhibit space re-sign activities, while also assisting the sales team with sponsorship sales efforts.
- Coordinate with event partners, exhibitors, sponsors and vendors to support exhibit operations, sponsorship logistics, registration support and event deliverables.

- Collect and review sponsor advertising materials, logos, signage and promotional assets to ensure accuracy and adherence to deadlines.

Customer Service & Communication

- Provide responsive and professional customer service to exhibitors, sponsors, advertisers and industry partners.
- Respond to inquiries related to contracts, invoices, exhibit logistics, sponsorship deliverables and event deadlines.
- Collaborate cross-functionally with internal departments, vendors and external partners to support successful sales and event execution.

Required Qualifications

- Bachelor's degree in business, marketing, finance or related field.
- 3+ years of relevant experience in sales or account management.
- Proficiency in iMIS (or other CRM systems) and Microsoft Office Suite.
- Proven experience in sales administration, preferably within the B2B or professional services sector.

Preferred Qualifications

- Experience in metals, manufacturing or industrial sectors.
- Experience in a nonprofit or association environment
- Cross-cultural communication or international stakeholder experience.

Work Environment

This is an on-site position in Warrendale, PA.

Travel

Travel is approximately 5-10%

Why Join AIST?

AIST proudly serves an industry that remains the backbone of our nation and the essential material for green energy production and manufacturing. Our collective success is built on the efforts of every team member—and we want you to be part of it.

Located on a five-acre campus with private parking in Cranberry Township, AIST offers a family-friendly, productive work environment built on trust and mutual respect.

We provide a competitive salary, performance-based incentive opportunities, and a comprehensive benefits package, including:

- Health, dental, and vision insurance
- Retirement savings with employer match
- Remote flexibility, paid time off, and holidays
- Professional development opportunities

AIST is an Equal Opportunity employer, and all qualified applicants will receive consideration for employment without regard to their age, race, color, religion, sex, gender identity, national origin, sexual orientation, protected veteran status, disability, or any other legally protected class.

To Apply:

Send a cover letter and resume (including salary requirements) to hr@aist.org or mail to AIST Human Resources, 186 Thorn Hill Road, Warrendale, PA 15086.