



Sales Assistant Job Description

The Sales Assistant provides general administrative support for the sales department. Individuals in this position demonstrate respect, efficiency, and good communication, and maintains positive working relationships with colleagues, customers, and manufactures.

Primary (Essential) Duties

- Work and communicate hand and hand with Sales on all aspects of Scope and selections to deliver an exceptional customer experience.
- Assist sales and participate in responding to customer inquiries, creating quotes for the sales team, assisting customers in product selection.
- Maintaining a complete and detailed understanding of all products and services offered
- Maintaining an understanding of contract compliance.
- Ensure all required project documentation is completed in a timely manner and is maintained in the appropriate job files inclusive of all reports, logs, submittals, specifications, drawings, correspondence, and other relevant documentation
- Other duties as assigned

Knowledge, Skills and/or Abilities:

- Exceptional Time Management and Multi-Tasking Skills required
- Exceptional Organizational Skills required
- Excellent written, verbal, communication, and presentation skills
- High proficiency in Microsoft Word, Excel, OneDrive, Outlook, and Internet required
- Make decisions with minimal supervision and information
- Positive attitude and works well with others
- Must be customer service oriented and effective at managing relationships.

Experience/Education Requirements:

- High School Diploma/GED Required.
- Associates and/or Bachelors from an accredited school preferred.
- Previous experience in the following industries is a plus but not required: Furniture manufacturing and sales
- Driver's License with clean driving record.
- Pass background check.
- Working Conditions, Office / Warehouse setting

Travel/Schedule

- Occasional travel to customer sites.
- Self-starter, that is organized and is comfortable working in an isolated setting.
- Traditional work schedule to include occasional evenings to meet business needs.

Pay and Benefits

- \$20-\$22 an hour
- Medical, Dental, Vision, Life, Short-Term and Long-Term Disability
- 401K and 401K Matching
- Vacation, Holiday, and Sick Pay