

Department: Sales
Reports to: Sales Director

FLSA Status: Non Exempt
Date: March 16, 2026

POSITION SUMMARY:

This position supports the sales team and provides administrative support and coordination in sales administration, reporting and functions. This position provides support to the sales team to meet business objectives for safety, customer satisfaction, quality, productivity and waste reduction.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Order entry- enter correct data from customer, work with operations to make sure products and timing align with customer and vendor requirements
- Customer relationships- manage customer communication per direction of Sales Director
- Manage open sales and purchase order file, coordinate updated shipment schedules. Working with logistics to ensure on time delivery
- CRM- learn and grow HubSpot CRM system
- Assist the sales team in customer response and support while the sales team is traveling
- Willing to travel occasionally
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required.

- Teamwork: Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers
- High School Diploma or equivalent
- 1+ year of customer service experience
- Proficient computer skills including Excel, PowerPoint, Word
- Excellent communication skills (written, verbal and listening)
- Effective time management and organizational skills
- Good problem solving skills
- High attention to detail and accuracy

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.