Job description

We have an immediate opening for an experienced and passionate Sales Assistant to join our team. The ideal candidate would assist customers and provide sales support to our growing company. This is a full-time position that provides opportunities to use various skills and is ideal for a self-starter that wants to get experience in sales while learning from seasoned sales staff. Opportunity to progress to commission-based installation sales for the right person.

Responsibilities:

· Assist customers with basic inquiries via telephone, email and walk-ins regarding our products and services.

· Provide effective and efficient external communications to our customers from start to finalizing our service

· Conduct sales on a small scale once trained to do so

· Provide a wide variety of administrative and staff support services to the internal sales team.

· Ensure the indoor and outdoor showrooms are maintained in a way to be a helpful tool for customers.

· Input customer information into Computer Fencing System

· Other duties as assigned

Required Skills/Characteristics

· Strong verbal and written communication skills are a must.

· Detail-oriented, very organized person with the ability to manage multiple tasks and projects.

· Strong background in customer service with outstanding interpersonal communication skills, able to quickly establish rapport with clients.

· Demonstrates ability to work independently or with limited supervision.

· Must be able to demonstrate independent thinking and be a self-starter.

· Must be able to respond rapidly and appropriately to changing circumstances and make astute decisions to refocus on new priorities

· Must be proactive in approach to learning our company software and becoming proficient.

· High School diploma or GED

· Some sales experience required

· Familiarity with fence industry a plus

· Valid driver’s license and reliable transportation

Job Type: Full-time

Salary: $15.00 - $17.00 per hour

Benefits:

- Paid time off
- Retirement plan