



## Sales Assistant

Shelter Products, Inc. is one of the largest multi-family construction suppliers in the U.S. We are currently looking for a top notch Sales Assistant to be a part of our contractor sales group.

The Sales Assistant will provide extensive support to the sales people enabling a smooth execution for supplying lumber and building materials for multiple projects.

### **SUCCESSFUL CANDIDATES:**

- Office experience preferably in a sales environment. Building materials knowledge a plus
- Excellent customer service and communication skills
- Proficient in Microsoft Office
- Must be proficient in multitasking as well as managing multiple shifting priorities
- Must be capable of working independently and as part of a team
- Detail orientated with a math aptitude

### **WE OFFER:**

- Excellent benefit package
- 401(k) plan with company stock option
- Competitive salary
- A results-driven winning team

For a comprehensive look at our company, view our web site at [www.shelter-products.com](http://www.shelter-products.com). We are an equal opportunity/affirmative action employer.

Send application (located on SPI website), cover letter and resume to [thooper@shelter-products.com](mailto:thooper@shelter-products.com) or fax to (503)233-2515.