

SALES ASSISTANT

Shelter Products, Inc. is one of the largest multi-family construction suppliers in the U.S. The Sales Assistant works with the traders to facilitate the administration and delivery of sales orders enabling a smooth execution for supplying lumber and building materials for multiple projects.

SUCCESSFUL CANDIDATES:

- At least one year of relevant support experience preferably in a sales environment or construction industry. Building materials knowledge a plus
- Excellent customer service and communication skills
- Proficient in Microsoft Office with an aptitude to learn proprietary software
- 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 strong 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. We are an equal opportunity/affirmative action employer.

Send application (located on SPI website) and resume to thooper@shelter-products.com or fax to (503)233-2515.