

Shelter Products, Inc. is searching for a detail-orientated individual to join the Contractor Sales group in our Milwaukie location. The Sales Assistant works with the lumber traders to facilitate the administration and delivery of sales orders enabling a smooth execution for supplying lumber and building materials for multiple projects nationwide.

SUCCESSFUL CANDIDATES:

- At least one year of relevant support experience preferably in a sales environment or the construction industry. Building material knowledge a plus.
- Excellent customer service and communication skills.
- Proficient in Microsoft Office with an aptitude to learn proprietary software.
- Must be proficient in juggling many projects as well as managing shifting priorities.
- Must be capable of working independently and as part of the team.
- Detail-orientated with a strong math aptitude.

WE OFFER:

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

For a comprehensive look at our company, view our website at www.shelter-products.com.

Please submit your resume to thooper@shelter-products.com or fax to (503) 233-2515.