

Sales Assistant Opening

We are searching for a detail-orientated individual to join our team in our Milwaukie, OR 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 is a plus, and construction job accounting is preferred.
- 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 a 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