

WE ARE HIRING!

Sales Support Assistant

We are searching for a detail-orientated individual to join the Contractor Sales group 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 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.

Qualifications

- High school diploma or equivalent
- Office experience preferably in a sales environment
- Lumber and building material knowledge a plus
- Intermediate level in MS Word, Excel and Outlook
- Strong math aptitude
- Ability to communicate effectively with a wide variety of people
- Detail orientated
- Must be proficient in multitasking as well as managing multiple shifting priorities
- Customer-service oriented

Job Details

Salary

- DOE

Benefits

- Health insurance
- Paid time off
- Dental insurance
- 401(k)
- Vision insurance
- Life insurance
- Flexible spending account
- Health savings account
- Employee assistance program

Submit your resume to thooper@shelter-products.com for immediate consideration.