



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 is 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:

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

Please submit a resume to thooper@shelter-products.com.