

Sales/Admin Assistant

Job Description:

We are looking for a confident, motivated, energetic and detail-oriented professional to support our growing team.

Key Responsibilities:

- Assist with creating quotes for customers.
- Assist with creating and modifying sales and marketing materials. Examples include the following:
 - Spec sheets
 - Periodic product promotional materials (weekly, monthly, quarterly)
 - Trade show materials
- Research prospective customers, independent manufacturers' representatives, and foodservice dealers and develop prospecting lists.
- Create sales orders in QuickBooks from purchase orders received by fax or email
- Answer the phone and address customer questions/fulfill requests/resolve issues. Some examples include the following:
 - Provide product availability
 - Provide tracking numbers on products that have been shipped
 - Provide a name of the distributor or sales rep in the area
 - Provide pricing
- Perform research, clerical, and other duties as required to support efficient operation of Sales Department.

Required Skills and Experience:

- Intermediate (or above) proficiency in MS Office applications (Excel, Word, Power Point) and Adobe Photoshop
- QuickBooks experience is a plus
- Good verbal and written communication abilities, both in person and via email and telephone
- Commitment to excellent customer service
- Strong attention to detail
- Good problem solving skills
- Must be a team player

Position-type: Part-time, hourly, with a potential to evolve into full-time.

Special Requirements:

- Florida Seating will conduct pre-employment background screening.