



# WEBCO HR, Inc.

Let Experience be Your Guide

## **SALES ADMINISTRATOR - HUNTINGTON BEACH, CALIFORNIA**

**WEBCO HR, Inc.** is seeking a Sales Administrator for one of our clients located in Huntington Beach, California.

### **SUMMARY**

The Sales Administrator will provide administrative support and assistance to the Sales Department within a construction industry environment.

### **RESPONSIBILITIES:**

This position involves high volume phone, email, fax, and mail correspondence. Will perform clerical duties within a fast-paced high volume working environment.

- Qualify bid invites, reviewing plans and specifications to verify and confirm opportunities.
- Create, submit and follow-up to close bids, quotes, Requests for Information, Requests for Quotes, Statements of Qualifications, Change Order Requests and Substitution Requests.
- Create proposals from estimator or customer provided information.
- Recommend options, both up-sell and value engineering.
- Maintain quote and sales contact logs, email logs and customer activity reports in company computer-based applications.
- Create and manage all pre-sale project correspondence.
- Book sales and define Sales Order Values.
- Review and verify contracts and orders as received.
- Support Operations Manager in sales related matters.
- Initiative-taking research and lead generation.
- Process orders received through the company website.
- Customer satisfaction follow-up.
- Create and maintain project documentation.
- Follow up of documents, drawings, change orders and project correspondence.
- Process and store digital and physical documents by project.
- File and organize project documentation as needed.
- Assist with scheduling labor and materials.
- Implement and maintain office processes and procedures.
- Audit and up-date and maintain office files and information.

- Perform special tasks and projects as required.
- Customer service.
- Typing, filing and document preparation.
- Assist in the preparation of quotes and bids.
- Set appointments for Salespeople and Estimators.
- Perform other administrative and clerical duties as directed by supervisor.

## **REQUIREMENTS**

- High school diploma or equivalent.
- Some college coursework or degree in business management or related field preferred.
- 3-5 years of administrative support experience within a construction environment.
- Experience with QuickBooks Enterprise Contractor.
- A High level of experience with all bid processes and documents.
- Experience interpreting blueprints and specs.
- Experience with or training and knowledge of multiple sales tactics and processes.
- Experience in Customer Service and Relationship Management.
- Experience and familiarity with office equipment such as copiers, scanners, digital cameras, etc.
- Previous general construction office experience is desired.
- Strong working knowledge of Microsoft Office; specifically, Word, Excel, and Outlook.
- Customer services skills required.
- A working knowledge of MS CRM software.
- Must have the ability to multi-task within a fast-paced high volume working environment.
- Strong written and verbal communication skills.
- Ability to work in a fast-paced, self-directed environment and prioritize multiple high-priority projects to ensure all deadlines are met.
- Excellent written and verbal communication skills.
- Meticulous attention to detail and strong organizational skills.

Experience with the following software preferred:

- Adobe Acrobat / Reader.
- MS CRM.
- SightMax Live Chat.
- ASPDOTNETSTOREFRONT ecommerce website.
- Fishbowl inventory Management.
- Bid estimating software.
- Graphics software (CorelDraw, Illustrator or AutoCAD) is beneficial.

## **COMPENSATION:**

- Hourly Rate
- Benefits

## **THE COMPANY:**

Our client is a growth oriented, privately held, family owned and operated, licensed specialty contractor, service, repair, and e-commerce firm located in Huntington Beach. They have been in business for over 80 years and are the leader of the chute industry in customer service and product quality. Products and services include all things related to rubbish and linen chutes. debris chutes. rubbish compactors and recycling systems.

The company is multi-faceted, encompassing all areas related to permanent chutes. As a specialty contractor providing installed products to the new construction market. As a manufacturer providing complete chute and ancillary equipment nationally and internationally direct and through distributors. As a repair, service and parts company providing repairs, service (cleaning, maintenance & odor control) contracts and sales of e-Commerce parts worldwide.

**WEBCO HR, Inc.** is an Equal Opportunity Employer