



WEBCO HR, Inc.

Let Experience be Your Guide

SALES ASSISTANT- HUNTINGTON BEACH, CALIFORNIA

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

SUMMARY

The Sales Assistant supports daily sales operations, ensuring smooth and efficient running of the sales department. This role involves significant interaction with staff, customers, and external parties, requiring strong organizational, communication, and relationship building skills.

RESPONSIBILITIES:

- Input and manage sales data in Zoho CRM and FishBowl Order Management.
- Contact customers for information and follow-up on inquiries.
- Respond to customer requests and provide information.
- Assist the sales team with preparing proposals, quotes, and sales documents.
- Schedule and coordinate sales meetings and customer site visits.
- Create, maintain and update customer records.
- Follow up on bids and communications with customers.

REQUIREMENTS

- Proven experience in an administrative sales support role.
- Minimum of 5 years in an administrative role.
- Excellence in MS Office Suite (Word, Excel, Outlook).
- Experience in Zoho CRM, and FishBowl Order Management appreciated.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.

COMPENSATION:

- Competitive salary range: \$24.00 to \$28.85 per hour depending on experience.
- Comprehensive benefits package including health insurance, paid vacation, paid sick days, paid holidays, and opportunities for professional development and education.

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, California. 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. 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

APPLY