



WEBCO HR, Inc.

Let Experience be Your Guide

CONSTRUCTION SALES ADMINISTRATIVE ASSISTANT- HUNTINGTON BEACH, CALIFORNIA

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

SUMMARY

The Construction Sales Administrative Assistant is essential to the success of our client's sales operations. While the Company will provide comprehensive training on their products, they expect candidates to have a strong foundation in construction practices, particularly within the sub-contractor environment. This role requires exceptional organizational, communication, and relationship-building skills, as well as significant interaction with staff, customers, and external partners.

RESPONSIBILITIES:

- Perform general office duties including managing calls, mail, email, calendars, and greeting visitors.
- Support the sales team by managing customer inquiries, assisting with bids and proposals, and coordinating with other departments.
- Maintain proactive communication with customers and suppliers, ensuring timely follow-up on sales-related matters.
- Manage and maintain accurate sales records, including customer data, project documentation, and sales reports.
- Assist with the preparation of sales presentations and marketing materials. Assist in follow-up processes for bids, helping to drive the conversion of leads into successful projects.

REQUIREMENTS

- Minimum of 3 years' experience within the construction sub-contractor environment or a related field.
- Proficiency in MS Office Suite (Word, Excel, Outlook, Teams), CRM, and Order Management software.
- Strong organizational skills with the ability to prioritize and manage time effectively.
- Excellent attention to detail and problem-solving abilities.
- Superior written and verbal communication skills.

COMPENSATION:

- Competitive salary range: \$20.00 to \$26.00 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