**Sales Assistant/Part-Time**

Large NW construction products distributor in Kent, WA. Seeks career minded team member to join our team. This part-time position requires answer & direct phone calls, general filing, add companies & engineers /contacts for all projects into the CRM, assist with mailings, market lists for calls and assist with presentation materials.

**Requirements:**

* Accuracy and efficiency
* Computer Skills w/ Excel and MS Word
* Strong communication and interpersonal skills
* Ability to articulate clearly and effectively over the phone
* Experience in sales and/or customer service
* Basic typing skills
* CRM (willing to train the right person)
* Working with the sales staff team

**Qualifications:**

* Self-motivated - Ability to work under stress in a fast-paced working environment.
* Detail oriented, able to multi-task
* Excellent verbal and written communication skills
* Knowledge of Microsoft Office
* Be organized, attentive to detail, and have good time management skills.

Salary: DOE

EEO Employer

Masks required

“Helping to Protect the Environment and Lead with Integrity”