

JOB DESCRIPTION



POSITION:

Assistant to Inside Sales Manager

REPORTS TO:

Inside Sales Manager

HOURS & SALARY:

Three (3) days a week (Tuesday – Thursday) from 8am – 3pm under the supervision of the Inside Sales Manager with potential to increase hours as training progresses

Salary varies depending on qualifications and experience

ESSENTIAL DUTIES & RESPONSIBILITIES:

This position will be responsible for supporting CPM's Inside Sales Manager by assisting with day-to-day tasks; tasks could include but are not limited to the following:

- Processing and tracking day-to-day orders
- Assisting in long-term large projects (O&M manuals & submittals)
- Learning point of contacts for all CPM customers and vendors
 - contacting project managers to update on order status
 - contacting vendors to follow up on order status
- Update customer records in the company database as required
- Inventory tracking and updates
- Training in QuickBooks software will be provided if necessary

This will be part-time initially with the intention of transitioning into a full-time position with benefits.

This is a newly created position at CPM.

SKILLS AND QUALIFICATIONS:

- Proficient in Word, Excel, Adobe
- Able to take direction and complete tasks in a timely manner
- Able to work independently without supervision
- Able to work with strict time deadlines
- Organized
- Flexible with days and hours
- QuickBooks knowledge a plus++

EDUCATION & EXPERIENCE:

- High School diploma
- Construction knowledge helpful but not mandatory