



CONSOLIDATED CONSTRUCTION PRODUCTS, INC.



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Employment Opportunity

Position: Sales Assistant

Location: Cuyahoga Falls, Ohio

Overview:

This position is a sales assistant position, but will help in all three major facets of our business. The applicant must be willing to take initiative on their own, and be willing to do whatever it takes to get the job done. This includes, but is not limited to the following:

Accounting Responsibilities:

- Check and confirm incoming paperwork daily for the Accounts Recv Dept
- Help with misc matching of paperwork and filing

Warehouse Responsibilities:

- Assist Warehouse Manager with unloading and loading of delivery vehicles
- Help in checking and receiving in of vendor materials
- Checking loaded company trucks and paperwork for accuracy

Sales Responsibilities:

- Answering incoming customer calls
- Assist the sales group with misc tasks such as filing, file retrieval, copy, faxing, and emailing to customers
- Entering sales orders into the computer system
- Waiting or assisting any walk-in customers
- Returning calls to customers
- Help with obtaining quotes from vendors for pricing

Qualifications:

- High comfort level with sales and customer service skill sets
- Detail oriented
- Initiative to take on new responsibilities and learn new things
- Past successful work experience in inside sales and customer service a plus
- Construction industry knowledge helpful but not required
- Computer knowledge is a plus
- Honest and Hard working

Please email your resume to:

sales@consolidatedconstructionproducts.com