



1911 MINERAL COURT
BAKERSFIELD, CA 93308
OFFICE 661.399.2993
FAX 661.399.0218
WWW.SSECINC.COM

SALES ASSISTANT

Sierra School Equipment Company (SSEC) is looking for a successful candidate to fill the role as Sales Assistant as outlined below. SSEC is a furniture dealership with a customer base which includes Education (K-12 and Higher Ed), Healthcare, Businesses, Banks, and Municipalities throughout California and Nevada.

SUMMARY: This position supports the sales function for the company. Each Sales Assistant will directly support 3 to 4 Account Representatives allowing the AR to remain in the field developing additional business. This individual is responsible for participating in the sales process in order to provide our customers quality products and excellent customer service.

COMPENSATION: Hourly, competitive based on experience

DESCRIPTION:

CUSTOMER SERVICE

- Pivotal role in the sales process for SSEC
- Assist Account Representatives (AR) in all aspects of the customer relationship
- Respond to customer inquiries
- Determine resolutions for issues
- Work with the AR, accounting department, office staff, manufacturers, sub-contractors, and freight companies, as needed
- Create, review, and process purchase orders with attention to details
- Review vendor acknowledgements for accuracy
- Keep customers updated on progress of orders
- Research basic information on prospects as requested by AR
- Review information for accuracy and consistency
- Create customer quotes, research manufacturer details

TEAM COORDINATION

- Work with Account Representatives and other team members to assure proper flow of information and timely deliveries
- Provide price quotes to customers as requested
- Track product from quote to installation



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OTHER

- Comply with company policies and procedures
- Other duties as requested

QUALIFICATIONS:

- Education: AA Degree or higher, preferred
- Proficient with MS Word, Excel, and familiar with database management
- Multitasking with ability to keep numerous projects in motion
- People oriented, good interpersonal skills
- Keen attention to details
- Can work independently as well as with groups
- Strong organizational skills
- Strong written and verbal communication skills
- Must be able to work in a fast paced environment
- Must pass background check with the state to work at school sites

LOCATION:

- Bakersfield, California

Interested persons can send a resume to jobs@ssecinc.com.