**SALES ASSISTANT**

**Job description**

You will be part of the Glassical Sales Team that works directly with our wonderful and valued customers to bring their ideal award visions to life! Our environment is fast-paced, ever-changing, and flexible. This position offers a compensation package that includes a competitive wage and benefits. No experience is necessary, on the job training will be provided.

**Duties & Responsibilities**

* Partner closely with dedicated sales representative to coordinate and manage all quotes, as well as potential, active and upcoming orders
* Send daily reports and actionable items to sales representative
* Act as the point of contact for all departments to field questions for your sales representative
* Develop sales and pipeline reports for management
* Process orders through accounting software
* Research and price potential product options from vendors for sales representative to offer their clients
* Review all proposals for customer product options to ensure ideas are appropriate using correct vendors and pricing
* Engage with customers to finalize orders or answer basic questions
* Work with vendors to ensure product stock, pricing and turnaround times

**You'll also need to have**

* Verbal and written communication skills to interact clearly with dedicated rep, vendors and other employees
* Organization skills to keep accurate records and find important information quickly
* Time management skills to prioritize and complete a side variety of tasks throughout the day
* Availability to work overtime
* Familiarity with CRM's and Accounting software (such as Quickbooks or AccountEdge) is a plus

At Glassical Designs, we know a person is more than their prior work experience. If you feel your work experience doesn’t truly highlight the value you can bring to our organization, please let us know in a cover letter and we are happy to consider you. This position is one that can be learned, so prior experience is not necessary to thrive in the role.

**Why you'll love this job**

At Glassical Designs, not only are we dedicated to helping companies provide an encouraging and rewarding environment for their employees, we are dedicated to providing such an environment for our own teammates, inspiring them to be the best they can be, both in the office and in life.

* Competitive wage paid bi-weekly, with overtime for more than 40 hours/week
* Healthcare (medical, dental, vision)
* Paid Time Off (PTO)
* Holiday pay
* On-the-job training and skills development

Glassical Designs was founded on a set of core values that serve as the bedrock of the relationships we have with our employees, customers and vendors. We strive to live by these values on a daily basis and encourage our customers and vendors to do the same.