

## **TEAM LEADER AR/AP & SALES ASSOCIATE EXECUTIVE ASSISTANT**

Coordinates and supports Sales by ensuring contracts are completed and delivered timely and accurately. Excellent organizational, communication and interpersonal skills. Ability to multitask and prioritize in a fast-paced environment while maintaining fine attention to detail-oriented. This position requires a high level of intra-group communication and the ability to foster a spirit of cooperation.

### **LEADERSHIP**

- Provide hands on leadership, coaching and cultivate team members in their roles
- General office team tasks and support, answering phones/client service
- Provide back up and support to AR/AP and Scheduling
- Coordinate with team members to foster a smooth work order coding and costing process

### **SALES ASSOCIATE/ASSISTANT**

- Assist Sales Associate with sales and client relations
- Answer phones and make appointments
- Customer service on phone or walk in/scheduled client visits
- Contract preparation and follow up phone calls or emails
- Set up, opening/closing of project folders
- On board clients into our system
- Create, maintain and administer spreadsheets
- Code and process daily work orders
- Compute costing analysis upon completion of projects

**Education:** College Degree preferred

**Experience:** Minimum of 3-years office leadership experience and sales/customer service.

**Computer Skills:** Proficiency in Microsoft Office and QuickBooks.

**Other Requirements:** Excellent verbal and written communication skills