

## **ADMINISTRATIVE ASSISTANT & SALES ASSOCIATE**

### **POSITION SUMMARY**

Supports Estimating and Sales Departments ensuring estimates and contracts are completed timely and accurately. Proofreads and approves contracts, sub-contractor agreements and stone orders completed by others. Maintains and administers spreadsheets and client database. Contacts clients, prospective clients, builders, architects etc. for lead follow up. Liaison to clients and sales team. Coordinates appointments for calendar management and provides direct support to CEO. Provides back up support to team in various areas as needed or requested.

### **DUTIES AND RESPONSIBILITIES**

- Supports sales team and CEO by scheduling or coordinating meetings, phone calls and appointments.
- Effectively handles business and/or personal confidential information and data.
- Monitors, tracks, and follows through on leads including showroom visitations.
- In conjunction with Estimating team, ensures timely follow through on estimates and contracts within 2 days.
- Creates accurate contracts from information provided.
- Prioritizes workload with team related sense of urgency.
- Cross sells additional products and services from other divisions to our customers.
- Treats all customers and coworkers with respect and dignity.
- Ensures customer satisfaction by answering phones and obtaining answers for callers or clients.
- Ensures timely feedback and resolution for client requests.
- Proofs and approves, contracts, stone orders and sub-contractor agreements prepared by others.
- Active contributor to company marketing efforts and Design Award Competitions.
- Active contributor to costing team.
- Provides back up support for scheduling, work order printing and coding.
- Handles miscellaneous office related tasks as needed or requested.

**Education:** College Degree preferred

**Experience:** Minimum 3 years as Administrative Assistant with client relation experience in a multi-employee environment.

**Computer Skills:** Proficient in Microsoft Office, creation and maintenance of contracts/documents, data entry and retrieval.

**Other:** Year-round position, benefits available, 401k

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