

**Job title:** Sales Assistant  
**Job location:** Magnolia, TX 77355  
**Job type:** Full-Time  
**Compensation:** DOE with full benefits  
**Job Category:** Sales



**Required Knowledge, Skills and Abilities:**

- High school diploma
- Previous experience in an office environment
- Proficient in the use of Microsoft Office, with focus on demonstrated working knowledge of MS Excel
- Ability to work well in time-sensitive situations where customer satisfaction is the goal
- Ability to apply creative problem-solving techniques to situations using sound business judgment
- Excellent verbal and written communication skills
- Ability to multi-task in an effective, timely and professional manner
- Proven ability to apply attention to detail, role-related accuracy, and task follow-through
- Team-oriented operating style with effective interpersonal skills that allow successful business interactions with individuals of all leadership styles, personalities, and career levels (e.g. sales, accounting, logistics, greenhouse, and lab technicians)
- Willing and capable of learning SBI order entry program, website update and sending mass emails
- Bi-lingual with English and Spanish preferred

**Key Responsibilities**

- Welcomes guests and customers by greeting them, in person, via email and on a multi-phone system, answering or directing inquiries.
- Enter and modify sales-related data (i.e. ordering processing, bills of material, receiving, expediting, vendor and customer backlog, cancellations) into our company's internal information system.
- Support outside sales team
- Assist customers with order pick up
- Assist sales team with customer service needs
- Create shipping labels using FedEx integration service, track shipments, provide updates, and resolve issues
- Schedule deliveries and pickups of inbound and outbound shipments
- Receives shipments; checks for damaged goods; verifies quantity and quality of order; verifies items received with purchase order.
- Partners with internal resources to produce weekly and monthly reports.
- Contribute and implement new ideas to help improve and produce ideal operational processes.
- Manages expectations and projects with a professional attitude
- Take photographs weekly, update website and social media
- Review and distribute incoming mail, email, and fax correspondence to appropriate personnel
- Maintain procedures and files for order guide, customer correspondence files, etc.
- Maintain physical inventories of all office supplies, restock as needed
- Perform other duties as required / assigned by manager