

Sales & Database Assistant

LOCATION

- Bethesda, MD

DESCRIPTION

- We are looking for a highly motivated Sales Assistant to provide administrative and sales support for our fast-paced Sales Department.

RESPONSIBILITIES

- Provide administrative support as assigned and act as the primary point of contact for all incoming Sales inquiries.
- Update and maintain our Salesforce database.
- Attend Sales Meetings as needed.
- Assist Sales in tracking prospects and identifying decision makers.
- Assist Sales in the management of leads, projects, and opportunities; set up reminders and tasks for yourself and other team members.
- Monitor quote activity by tracking status updates and preparing reports for weekly meetings.
- Attend networking events and other lead generation opportunities.

QUALIFICATIONS

- Customer service and sales support background; 3 years minimum.
- Proven knowledge of Salesforce; 3 + years preferred.
- Must have excellent computer (Microsoft Office), phone, and communication skills.
- Strong geographical knowledge of the MD, Northern VA and DC area required.
- Prior experience in and/or knowledge of the local construction industry - helpful.
- Knowledge of various aggregate material types and construction terminology preferred, but not required.
- Must be a detail-oriented individual with the ability to multitask, prioritize, manage time effectively and think on your feet.

BENEFITS

- Paid holidays (7)
- PTO plan (personal time off)
- Medical, dental, life & disability insurance
- 401(k) retirement plan
- Performance bonuses
- Educational assistance program

ABOUT

- With over 30 years of experience, ReAgg is proud to be a leader and pioneer in the aggregate, construction, and transportation industries with a strong reputation for providing quality construction materials and consistent, reliable service our customers can count on.
- To find out more, visit our website at www.reagg.com.

APPLY

- To apply, please send your resume to employment@reagg.com.
- For immediate consideration, please visit our [Career Page](#) to complete an application.

We look forward to hearing from you!