

Sales 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 Answer incoming calls as assigned and act as the primary point of contact for all incoming Sales inquiries
- Update and maintain our Salesforce database.
- Prepare and maintain project tracking reports
- Attend Sales Meetings as needed
- Create relationships, track prospects, and identify decision makers.
- Utilize Salesforce to manage leads, projects, and opportunities; set up reminders and tasks for yourself and other team members.
- Monitor quote activity, tracking status updates, and preparing reports for weekly sales' meetings.
- Attend networking events and other lead generation opportunities.

QUALIFICATIONS

- Customer service and sales support background; 3 years minimum.
- Must be detailed oriented
- 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.
- Knowledge of various aggregate material types and construction terminology preferred but not required.
- Must be a detailed-oriented individual with the ability to multitask, prioritize, manage time effectively and think on your feet.

BENEFITS

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

ABOUT US

- 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 with consistent, reliable service our customers 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!