



Sales Assistant – Full time or part time, Monday-Friday – Pay range \$14-17/hr

As a Sales Assistant, you will play an integral role in the day-to-day organization and processing of Sales within Cline Fire.

Specific Responsibilities:

- Create and follow up on service and repair quotes
- Process new sales paperwork
- Enter new customers and locations into company software
- Notify accounting when a new customer has been contracted so they can be entered into QuickBooks
- Send, receive, and process new customer contracts and agreements
- Create and deliver new customer folders (projects and inspections) to the appropriate dept/filing
- Set and schedule new customer sales appointments as requested
- Other duties and responsibilities as assigned

Position Requirements:

- Strong written and verbal communication skills
- Strong computer technology capabilities
- Ability to work accurately and efficiently in a position with varying day-to-day demands
- High school diploma or equivalent
- Ability to pass a drug test and background check

Compensation:

Compensation will be based on an hourly wage for actual time worked with an unpaid lunch. Pay for wages and benefits will be issued fortnightly through company payroll. This position is eligible for PTO and holiday pay in accordance with Cline Fire's policies and the health insurance (at 30 hours or more) and company-matched retirement plan offered by Cline Fire, but no additional benefits or compensations, whether directly stated or implied.

Cline Fire, LLC is an equal employment opportunity employer.