

Sales Administrator

The Harrington Corporation (Harco Fittings)

Location: Stevensville, MT

Job Type: Regular Full-time

About Us

The Harrington Corporation (HARCO) was founded in 1966 in Lynchburg, Virginia, to produce push joint ductile iron pipe fittings. Since then we have introduced pipe fitting and valve products for PVC, Polyethylene, and Ductile Iron pipes serving Waterworks, Sewer, Plumbing, Irrigation, and Drainage applications and markets. Many of these products were first of a kind. In addition to excellent customer service we are dedicated to developing new products that are “engineered for durability” to provide our customers more and better solutions. Go to www.harcofittings.com to learn more about us.

Overview:

We are looking for a qualified Sales administrator to join our sales team and help us achieve our goals. You will serve as a point of contact for customers with questions about orders and provide support for sales representatives. Our ideal candidate is goal-oriented and has a deep knowledge of customer service best practices. If you have exceptional organizational skills and draw energy from being part of a team, we would like to meet you.

Responsibilities:

- Provide administrative support to the sales teams
- Operate multi-line telephone system to answer and transfer incoming calls
- Convert all sales quotes to sales orders in the system
- Check data accuracy in orders and part descriptions
- Assist the inside sales representatives with sales order revisions
- Review sales orders for any discrepancies and follow up to resolve any issues found
- Convert documents to PDF format for electronic system filing
- Assist customers with basic order questions to include shipping details
- Communicate effectively with inside sales team and other departments when necessary
- Manage all paperwork associated with sales orders
- Other duties as assigned

Qualifications:

- High school diploma or equivalent
- Prior experience in customer service or sales industry a plus
- Demonstrated professional phone etiquette
- Attention to detail
- Excellent organizational and multitasking skills
- A team player with high level of dedication
- Strong computer skills and proficient in MS Office
- Must be authorized to work in the United States

Work Schedule:

- 1st shift
- Monday – Friday 8am-5pm; overtime hours as needed

We offer great benefits to include competitive pay, medical/dental insurance, 401K matching, paid holidays and vacation. We are an Equal Opportunity Employer.

Pay rate: Based on experience