



Humboldt Redwood COMPANY, LLC

POSITION TITLE: Sales Administrator
WORK LOCATION: Woodland, CA

SUMMARY

Provides administrative services and sales support to the Distribution Center; improving internal and external operational efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following. Additional duties will be assigned.

- Serve as a key point of contact and resource for the sales team;
- Act as a liaison between customers, sales team and other departments within the organization to ensure complete customer satisfaction;
- Prepare and process sales orders;
- Assist with pre and post sales tasks;
- Maintain current and accurate customer files and information;
- Partner with the sales team to quote product details to the customer;
- Coordinate with the distribution center to expedite orders as necessary;
- Communicate order status and order issues to the sales team and other members of the organization as needed;
- Facilitate the proper handling and approval of customer documents;
- Interpret and implement management policies and operating practices;
- Communicate inventory policies regarding shortages, price increases and pricing transitions directly to the customer;
- Prepare and present quarterly and year end data with program customers;
- Provide input regarding long and short term planning of business objectives;
- Investigate and resolve significant customer matters and handle customer complaints;
- Receive orders from customers and communicate pricing;
- Review and resolve customer quality and shipment matters.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must maintain and carry a valid California driver license and remain eligible and capable of operating company vehicles including automobiles and trucks in accordance with company policy guidelines.

EDUCATION and/or EXPERIENCE

Bachelor's degree from four-year college or university and/or minimum of three years experience in lumber sales/distribution.

TRAVEL REQUIREMENTS

The travel requirements described here are representative of those an employee encounters while performing the essential functions of this position. Position has travel requirements of a local nature up to 25% of the time.

COMPUTER SKILLS

To perform this position successfully, an individual should have strong knowledge of Microsoft Office Suite including Word, Excel, Outlook and Power Point.

APPLICATION PROCESS

Interested applicants should submit a letter of interest and a current resume with salary history to recruiter3@hrllc.com.

We offer a competitive compensation package, including medical, dental, life, disability, pretax flexible spending account, 401K, EAP, vacation, paid holidays and a discretionary bonus program.