

Custom Building Products is currently seeking a **Sales Administrator** that is an energetic and knowledgeable to join our Sales Administration team in Santa Fe Springs, CA.

Overview:

Custom Building Products, a Quikrete company, is a high-volume manufacturer of stone and tile installation and beautification products. Custom Building Products is dedicated to excellence as the industry leader by supplying our customers with quality, innovative building products. Our Company is committed to safely maximizing productivity, profits, and opportunities for employee growth. Custom Building Products is committed to maintaining a leadership position as an innovative, dynamic organization dedicated to providing quality products and services while meeting and exceeding customers' expectations.

Core Duties / Responsibilities

- Handle a busy Sales Administration e-mail queue that ranges between pricing questions, support to sales team, support to customer support & credit teams, etc.
- Primary support in managing incoming customer EDI orders, system hold and working with the customers and / or customer support for purchase order revisions.
- Assist in managing Contractor Rebate Program.
- Administrative support to architectural division.
- Cross trained to support multiple functions
- Support to the Sales Administration team; various functions.

Requirement Skills

- Minimum of two years in similar position.
- Strong organizational skills are essential, as well as the abilities to learn quickly, to prioritize work and to be a self-starter in a fast-paced, high-energy environment.
- Strong attention to detail and ability to follow directions.
- Must be proficient with Microsoft Office including advanced skills in Excel & Word.
- Keyboarding /typing speed minimum of 60 WPM with 100% accuracy.
- Effective oral and written communication skills, a pleasant, professional and courteous manner, and excellent interpersonal skills are required.
- Ability to work independently and part of a team is essential.
- High school diploma and some college preferred.

Custom Building Products offers a competitive salary and benefits package, including 401(k).

Submit resume to vanessa.kezios@cbpmail.net & in the subject box, please indicate "**Sales Administrator**".