



NORMAN S. WRIGHT

Mechanical Equipment Corporation

JOB TITLE: Admin/Sales Assistant
DEPARTMENT: Sales
LOCATION: Brisbane
LEVEL/SALARY RANGE: TBD Based on Skills and Experience
POSITION TYPE: Fulltime

APPLICATIONS ACCEPTED BY EMAIL: ATTN HR: pvela@norman-wright.com

Norman S. Wright has been in business for more than 115 years providing customers with exceptional systems knowledge to meet all project requirements. Representing HVAC manufacturers worldwide, Norman S. Wright's product lines support the latest energy, sustainability, and comfort standards. We have offices located in California, Nevada, Hawaii and Guam. As part of the Sales group, the Admin/Sales Assistant is a key member of the organization where he/she will play a vital and active role in supporting the Norman S. Wright sales group.

JOB DESCRIPTION/ Roles and Responsibilities:

Proposal Coordination:

- Download and organize job documents
- Assist in preparing estimates for new projects
- Log, track and submit project proposals

Project Management Assistance:

- Assist with ongoing project file organization
- Place and track orders
- Delivery follow up and coordination
- Invoicing / accounting assistance
- Interface with Customers

REQUIREMENTS AND QUALIFICATIONS:

- Detail oriented with strong organizational, time management and planning skills
- Dependable and punctual
- Professional, self-motivated and team oriented
- Excellent customer service and communication skills
- A good learner, active listener and accepts constructive feedback
- Excellent knowledge of Microsoft Word and Excel
- Knowledge of CRM system a plus
- Some college credits a plus with good math skills
- Impeccable customer service skills

Norman S. Wright is an Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.