

Sales Administrative Assistant

Highway and Heavy Parts is looking for a Sales Administrative Assistant to join our team. HHP is centrally located in Coleman, MI; less than 25 miles from Midland, Mt. Pleasant, Gladwin, and Clare. We specialize in working directly with repair shops and fleet owners to supply them with their diesel engine needs. As a rapid growth company, HHP is looking for motivated individuals to help us reach our goals as a team.

You would be perfect for this job if you are goal-oriented, enjoy working with technology, have a friendly disposition, and find it rewarding to develop solutions quickly and easily. HHP is a fast paced environment where we serve a global client-base. So the right blend of listening and communication will help you go far. Problem-solving, quick thinking, attention to detail, and organization are the foundations of our Company; and what keeps our customers coming back.

Daily tasks will include but are not limited to:

- Processing orders
- Answering Phones
- Assisting with customer questions
- Recognizing priorities and problem solving
- Basic part orders with part numbers provided by customers

You will be among our top candidates if you excel at:

- Have the ability to pay close attention to detail
- High-level customer service with a focus on customer satisfaction and problem resolution
- Flawless execution of data entry
- Accomplishing goals with a desire to constantly improve
- Learning processes and troubleshooting issues
- Creative thinking and finding new and better ways to streamline processes
- Multitasking without sacrificing quality
- Working well with a team

The skills that will give you a competitive advantage here are:

- **Computer Mastery** – Being able to learn new programs and commands quickly and implement new technologies flawlessly, is essential as technology is ever-changing
- **Professionalism** – Keeping a calm and courteous disposition is necessary to creating both a pleasant work environment and an excellent experience for our customers
- **Typing** – In this fast-paced environment you'll need both hands working together efficiently.
- **Adaptability** – When we find a way to make your job easier, we want you onboard to learn the new processes
- **Flexibility** – When projects pop up, being able to prioritize is a must

With a team-oriented atmosphere, career advancement, and financial growth opportunities; Highway and Heavy Parts offers an ideal work environment for someone who can understand and contribute to our work model. We are a small business that recognizes that our employees are critical to our success.

Please send your resumé and cover letter. We look forward to hearing from you!

Job Type: Full-time

Experience:

- Customer Service: 2 years (Required)

Education:

- High school or equivalent (Required)