



Sales Coordinator

We are looking for a Sales Coordinator to join our talented team in Pittston, PA. Under the direction of the General Manager, the successful candidate will support our sales team and coordinate related activities to help drive the sales objectives of the company. The Sales Coordinator position requires excellent organizational, administrative, and communication skills, together with an ability to deliver high standards of customer service.

Key tasks:

- Order equipment from various sites
- Prepare lease documents for salesmen
- Prepare invoices for customers
- Issue purchase orders
- Coordinate shipping of orders
- Prepare various reports and correspondence as required

Requirements:

- Strong organization skills and detail-oriented
- Excellent communication skills and ability to work well as part of a team
- Customer service focused with sales experience
- Knowledge and proficiency in the use of computer and business-related software, including Microsoft applications (Excel, Word, and Outlook) and standard office equipment (computer terminal, copier/ scanner, etc.)
- Associate Degree in the field of Business Administration or 2+ years related work experience

Compensation and Benefits:

Action Lift Inc. offers an excellent wage and benefits package for full-time employees, including Health/Dental/Vision/Prescription Drug Plan, 401K Retirement Savings Plan, Life, and Disability Benefits, Paid Holidays, Paid Vacation, and much more.