

Sales Assistant

LOCATION

- Bethesda, MD

DESCRIPTION

- The Sales Assistant is responsible for providing administrative and sales support for our Sales Team.

RESPONSIBILITIES

- Generate, research, and track prospective leads by using a variety of sales and marketing tools.
- Create relationships, track prospects, and identify decision makers.
- Utilize Salesforce to manage leads, projects, and opportunities; set up reminders and tasks for yourself and other team members.
- Monitor quote activity, tracking status updates, and preparing reports for weekly sales' meetings.
- Attend networking events and other lead generation opportunities.

QUALIFICATIONS

- Must have excellent computer, telephone, and communication skills.
- Working knowledge of the MD, NVA and DC.
- Prior experience in and/or knowledge of the construction industry.
- Prior experience with Salesforce or similar CRM system.
- Knowledge of various aggregate material types and construction terminology preferred but not required.
- Customer service / sales support background; 3 years minimum.
- Seeking a detailed-oriented individual with the ability to multitask, prioritize, manage time effectively and think on your feet.

BENEFITS

- Paid holidays (7)
- Company PTO Plan (personal time off)
- Medical, Dental, Life & Disability Insurance
- Matching 401(k)
- Performance bonuses
- Educational Assistance Program

ABOUT US

- ReAgg is a leading construction aggregate supplier committed to providing quality products and services throughout Maryland, Northern Virginia, Washington, DC, and the Baltimore Metropolitan area. With more than 30 years of experience, ReAgg operates and maintains an extensive fleet of trucks, trailers, flatbeds, lowboys, and roll-offs and has become a valuable resource for contractors, excavators, developers, and service suppliers.

APPLY

- For immediate consideration, please fill out an [application](#) and submit it to Julia Mattern/Sales at jmattern@reagg.com. If you should have any questions, please call Julia's direct line: (240) 788-3618 or our main office: (301) 336-6700.
- We look forward to hearing from you!