

The Sales Support Specialist is responsible for a wide variety of clerical office duties in support of the sales, planning and manufacturing departments. The Sales Support Specialist will be responsible for providing excellent support to our sales team. This will be a heavy data entry position with attention to detail required.

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**DUTIES AND RESPONSIBILITIES**

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- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Manage Multi Line Phones – Field incoming phone calls and direct them to the appropriate department.
- Enter job data from work orders to computer system.
- Work closely with sales, planning and production in a support role.
- Willingness to learn all aspects of the workflow process and support where needed.

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**SKILLS, EDUCATION & EXPERIENCE**

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- Strong customer service orientation.
- Superior telephone manners and strong interpersonal skills.
- Ability to apply understanding to carry out instructions in written, verbal, or diagram form.
- Meticulous records maintenance skills.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- General mathematical skills related to banking and payroll required.
- Strong knowledge of Microsoft Office products, including Excel, Word, and PowerPoint.
- Able to maintain filing systems and basic databases.
- Excellent analytical and problem-solving skills.

Since 1971 Redwood Plastics and Rubber has worked directly with customers to find solutions for a variety of problems including shock, abrasion, noise, wear & friction. Redwood Plastics and Rubber molds, machines, fabricates, and distributes a wide-range of high quality, custom components.

We have built a community of inspired individuals who work in a positive environment that supports both personal and professional growth. We believe that our people are our primary assets, and we support our employees with benefits and competitive compensation with frequent extras for a job well done. Our work environments are enjoyable and highly motivational, with approachable management and an impeccable work/life balance. Our employees are proud of our outstanding traditions, and are enthusiastic to build towards our exciting future.