



<https://www.premierpersonnelgroup.com/find-a-job/construction-sales-administrator/>

Construction Sales Administrator

Description

- Support role for three (3) commercial and two (2) residential sales representatives
- Responsibilities include assigning leads, requesting certificates of insurance (COIs), updating safety documentation, and following up with customers and sales team members to support the sales process

Job Benefits

- Medical Plan
- Direct Deposit
- Dental Plan
- Vision/Eyewear Plan
- Life Insurance

Hiring organization
Premier Personnel Group

Employment Type
Full-time

Beginning of employment
ASAP

Duration of employment
Full Time-Direct Hire

Industry
Construction

Job Location
Middlesex County

Base Salary
\$ 60k - \$ 70k

Working Hours
In-office position: 7:30 a.m. - 4:00 p.m. M-F