



<https://www.premierpersonnelgroup.com/find-a-job/sales-leasing-coordinator/>

Sales & Leasing Coordinator

Description

One of the largest industrial equipment dealers in New Jersey is seeking a 'ROCKSTAR' for a sales administrative support role.

Responsibilities

- Full Leasing Process from start to finish (credit approval, quote request, docs and funding process)
- Off Lease Process
- Booking, order placement, order tracking, billing, commission, and surveys
- Dock & Door Service Calls + Quoted Jobs
- Catalog Orders
- Racking Orders

Qualifications

- The perfect Sales & Leasing Coordinator candidate must be a self-motivated problem-solver, able to work in a fast-paced environment with the ability to multi-task
- Excellent Verbal (Telephone), Written & Administrative Skills
- Must be experienced with computer applications, with proficiency in Microsoft Office – Word, Excel, PowerPoint (Access & CRM a plus)
- Customer Service Minded
- Ability to organize & prioritize in a busy environment
- Attention to Detail, Professionalism, Teamwork Mentality, Strong communication skills
- An associate's degree, Bachelor's degree or business school experience a plus but may be substituted for relevant working experience

Job Benefits

Full Benefits Package

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Sales and Service

Job Location

South Plainfield

Working Hours

M-F 9 am to 5 pm