



Office Assistant & Inside Sales Representative

Summary: This position will support the office manager and executive team as well as assisting in the sales development cycle with our sales team. This is a full-time or flex-time position with paid benefits (paid benefits require working over 30 hours/week).

Duties and Responsibilities:

- Greets walk-in customers
- Answers telephones, routes calls, responds to general questions and inquiries
- Opens and routes incoming and outgoing mail
- Organizes and sends monthly invoices and statements
- Helps organize and maintain office common areas
- Answers incoming website and email inquiries
- Communicates with leads and prospects
- Maintains and updates the customer relationship management (CRM) database
- Assists sales team with developing presentations
- Working with customers who have inquired, arranges appointments for the sales team

Minimum Job Requirements:

- Willingness to learn with a positive attitude
- High School diploma or GED
- Outgoing and good with customers in person and on the phone
- Experience in most Microsoft Office products
- Excellent organization skills, ability to prioritize, and comfortable working independently

Benefits:

- Health insurance (vision and dental options available)
- Simple IRA retirement savings
- Competitive salary
- Paid vacation and sick time
- Branded apparel

About Tri-County Enterprises:

Starting in 1997 as “Tri-County Seamless Gutters” we have grown and gained the confidence of many homeowners and general contractors in the Cedar Rapids area. In the early 2000s we added roofing to our services and became Tri-County Enterprises.

Today, Tri-County employs skilled installers, estimators, and office staff. Every day in business is a testament to the quality of people we hire and the teamwork that our employees build together! We have made it our mission to exceed the expectations of our clients and employees.