



Sales Project Assistant

About our company

ORIIN STONE, located in New Hope, MN, is known for innovation. Servicing the high-end architectural, landscape design, building, and interior design trades, ORIIN is a leading natural stone wholesaler and fabricator with the area's most extensive selection of high-quality imported and domestic stone offerings. Because of our team's ability to meet our client's highest standards, our company continues to grow in an exciting direction.

To drive continued success, we have created a new full-time position for a Sales Project Assistant to join our team. This position will be responsible for supporting the Sales department by assisting with significant project details. This position must maintain high levels of organization, supportive collaboration, and prompt and professional communication between Sales and our clients.

If you have experience in an administrative/sales assistant role and seek an exciting opportunity with a company that will generously reward your efforts and encourage your advancement, we hope to hear from you.

Essential Job Functions:

- Assist the sales department with continuous data entry, calendar management, detailed note-taking and summaries, and project management.
- Act as a liaison between sales and clients, providing exceptional customer service through phone calls, emails, and showroom visits.
- Professional & detailed communication with clients promptly regarding project details and status updates.
- Assist with the daily management of client inquiries regarding new and existing projects.
- Alert Sales of urgent matters, deadlines, and notices – ensuring all related information is presented as quickly as possible.
- Create, track, and manage submitted opportunities, proposals, and sales orders while ensuring timely follow-up with clients.
- Engage in and initiate ongoing product and industry knowledge and training.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Assist with, communicate, and direct any customer complaint issues to management.
- Assist with client showroom visits when needed.
- Keep abreast of best practices and industry trends.
- All other duties as assigned.

Qualifications

- Successful previous experience as a sales or administrative assistant.
- Maintain a high-level of accuracy and attention to detail with all information presented to customers and supporting departments throughout the company.
- Excellent prioritization, time-management, and organizational skills.
- Ability to create and deliver presentations tailored to the audience's needs.
- Relationship management skills and openness to feedback.
- Ability to communicate effectively and with exceptional professional etiquette.
- Proficient with Microsoft Office, including Excel, Word, and Google Suite.
- Strong attention to detail and problem-solving abilities.
- Ability to multi-task and prioritize tasks.
- Reliable attendance and punctuality.

Education and Experience:

- Minimum high school diploma or equivalent
- Minimum 1-3 years of administrative support or in a related field.

ORIJIN STONE offers highly competitive compensation, vacation time, comprehensive medical, dental, vision, and life insurance benefits, as well as a 401(k) Retirement Plan with matching. This position comes with great growth potential. Our culture values integrity, enthusiasm, initiative, inspiration, and strong working relationships. We foster and promote a collaborative work climate that is conducive to employee recognition and growth.

For more information about our firm, visit our website: www.ORIJINSTONE.com. You can also find us on HOUZZ, Facebook, and Instagram. To apply, please send your inquiries and resume directly to: [hiring@ORIJINSTONE.com](mailto: hiring@ORIJINSTONE.com).