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## Sales Support/Administrative Assistant

TBM Hardwoods is a family-owned premium hardwood lumber & millwork distributor based in Hanover PA. Due to growing sales and services we are expanding our customer base and have exciting opportunities for motivated and qualified candidates.

### **Role:**

Undertakes administrative job duties as it pertains to the sales department such as:

- Assist with sales order and purchase order entry
- Reply to customer inquiries in a timely manner via phone and email
- Provide sales with timely inventory information and customer history information
- Point person for all incoming phone calls and walk-ins
- Assist with delivery scheduling
- Assist with marketing campaigns via social media, email blasts, etc.
- Perform other administrative duties as required

### **Requirements:**

- Ability to clearly and effectively communicate with customers via written email and/or phone
- Proficient in Microsoft Office applications: Word, Excel & Outlook
- Ability to learn our company's inventory/software system
- Willing to work in a team atmosphere and try new things
- Positive attitude

### **Job Type:**

- Full Time

### **Experience:**

- Sales experience, 1-2 years is a plus
- Customer Service, 1-2 years is a plus
- Marketing & Social media networking/marketing is a plus
- Hardwood Lumber/Millwork experience, BIG plus