



Polywell Computers, Inc.

American Made Computers



Sales Assistant

Entry-level Job

Polywell Computers Inc. – San Francisco, California

Description

Since 1987, Polywell Computers has been the leading hardware-integration provider for businesses worldwide. Awarded numerous Editor's Choice for our products, we are recruiting dedicated and driven sales assistants to meet the growing demands of our business today! Polywell Computers works with businesses from all industries – health, government, food, and more – and we are devoted to helping our customers achieve their vision of the future.

Job duties/responsibilities:

- work with Sales members to build strong relationships with customers
- help monitor and organize communication between sales members and their customers
- track customer orders by investigating data and history
- research industry demands and gain an understanding of the marketplace
- maintain customer database by inputting customer profile and updates

Qualifications

- excellent verbal and written communication skills
- proficient MS Office Suites: Word, Excel, PowerPoint
- ability to multi-task and work without supervision

Please submit all resumes or inquiries to careers@polywell.com.

See other available positions at <http://www.polywell.com/us/jobs/>

