# Sales Associate & Office Administrator
# Appliances of Mammoth
# Mammoth Lakes, CA

**Position Overview**

Appliances of Mammoth is seeking a friendly, organized, and motivated Sales Associate & Office Administrator to support showroom sales, customer service, and daily office operations. This is a great opportunity to join a growing local business and work directly with the Mammoth Lakes community.

**Key Responsibilities**

**Sales & Customer Service**

- Greet and assist customers in the showroom, by phone, and via email
- Provide product information, pricing, and appliance recommendations
- Prepare quotes, sales orders, and invoices
- Coordinate orders, deliveries, and installations
- Follow up with customers to ensure satisfaction

**Office Administration**

- Manage daily office tasks including scheduling, filing, and data entry
- Process payments, deposits, and basic bookkeeping support
- Assist with inventory tracking and order documentation
- Communicate with vendors, delivery teams, and installers
- Maintain a clean and organized showroom and office

**Qualifications**

- Strong communication and customer service skills
- Organized, dependable, and detail-oriented
- Basic computer proficiency (email, spreadsheets, POS systems)
- Sales or administrative experience preferred
- Bilingual (English/Spanish) a bonus

**Schedule**

- Monday – Saturday | 9:00 AM – 5:00 PM
- Part-time and full-time positions available

**Benefits:**

- Competitive hourly pay (DOE)
- Paid training and opportunities to earn certifications (appliance-specific)
- Flexible scheduling options
- Employee discounts on appliances & partner services
- Consistent, year-round work
- Growth opportunities within Appliances of Mammoth

**How to Apply:**

- Online at AppliancesOfMammoth.com/Careers
- Email AppliancesOfMammoth@gmail.com
- Inquire in person at our showroom