Broekhof, a worldwide supplier of flower and plant packaging, is growing fast and is looking for a new member of their team.

**Sales Assistant**

The Sales Assistant has overall responsibility to support the sales team. This inhouse position assists with the operations related to customer sales, maintaining sales documentation, and client contracts. The sales assistant also updates the information in the CRM Software.

**Job Function**

Responsibilities include, but are not limited to:

* Maintaining cordial working relationships with customers
* Being knowledgeable about the products
* Supporting the sales team with all sales related administrative requests including creating quotes, sales orders, and arranging transport
* Working with warehouse staff to check customer deliveries
* Using seasonal data to determine sales needs

**Candidates Qualifications:**

* High school diploma or equivalent
* Must have experience in sales
* Strong organizational skills, a good understanding of the sales process and the ability to maintain customer relationships
* Customer service skills to listen to the concerns of customers and being able to address their needs
* Excellent communication, negotiation, and interpersonal skills
* Direct experience with spreadsheet computer applications
* Ability to work with minimal supervision
* Fluent in English and knowledge of Spanish desired

**Broekhof USA**

Broekhof USA offers benefits that reflect the strong commitment we have to our employees

* Competitive compensation
* Paid vacation and holidays
* Excellent career opportunities

We are an equal opportunity employer.

Please send your resume to: [info@broekhofusa.com](mailto:info@broekhofusa.com)

This position is based in Doral, Florida.