

1) Administrative Secretary (Reception + Admin Support) - Roofing Company

Responsibilities

- Answer and route incoming calls, greet visitors, and manage front-desk activities
- Schedule appointments and coordinate meeting rooms
- Monitor and maintain the reception area, ensuring a professional appearance
- Manage incoming/outgoing mail and deliveries
- Maintain calendar and appointment reminders for the sales and operations teams
- Assist with basic administrative tasks as needed (data entry, filing, document preparation)
- Schedule field visits, and job-site inspections
- Prepare bids, invoices, purchase orders, and basic contract documents
- Maintain CRM records, project folders, and document control
- Coordinate internal communications
- Support HR/admin tasks as needed (onboarding paperwork, timesheets)

Requirements

- High school diploma or equivalent; additional reception/administrative/ experience plus 1+ year experience in an office/secretarial or customer-facing role
- Excellent communication and interpersonal skills
- Proficient with MS Office/Google Workspace; basic familiarity with CRM systems project management tools a plus
- Strong organizational skills and attention to detail
- Ability to handle multiple tasks with a friendly, can-do attitude
- Strong written and verbal communication skills
- Detail-oriented with strong organizational abilities
- Knowledge of basic accounting or invoicing is a plus
- Roofing industry familiarity is beneficial but not required.

3) Sales Representative - Roofing Industry

Responsibilities

- Identify and qualify new sales leads; build and maintain a robust pipeline
- Meet with clients to assess needs, present Roofing solutions, and prepare proposals
- Develop accurate estimates, quotes, and project timelines
- Follow up on leads, manage inquiries, and convert opportunities into contracts
- Represent the company at trade shows, community events, and networking functions
- Collaborate with operations to ensure client satisfaction and project success

Requirements

- 2+ years in B2C or B2B sales; roofing or construction industry experience preferred
- Proven track record of meeting or exceeding sales targets
- Excellent communication, negotiation, and presentation skills
- Ability to read blueprints/roofing specs is a plus
- Valid driver's license and reliable transportation

Proficiency with CRM software and MS Office/Google Workspace