

Administrative Assistant/Yard Products @ Robert B. Our Company

Robert B. Our Company invites applications for an engaging administrative assistant to support yard products retail sales. The Assistant serves as the first point of contact for all sales orders - guiding customers on selection, product usage, costs and delivery. Above all else, the administrative assistant must serve as a warm and welcoming ambassador for the Company, providing extraordinary customer support.

The assistant will manage customer orders in person and by phone, record and maintain material weight tickets (using the Fast-Weigh system), coordinate deliveries, maintain customer accounts, reconcile billing and provide support to project managers, as needed. The position works collaboratively with the entire yard team to coordinate sales, ensuring product availability and delivery coordination.

The Ideal candidate will be highly organized and incredibly nimble – able to successfully guide people and sales in a fast-paced, small team environment. Candidates must have exceptional communication skills and keen attention to detail. Customer service and/or sales experience preferred, but we are willing to train. High school diploma or GED, strong problem-solving skills and proficiency in Microsoft Office required.

To apply, please send a letter of interest and resume to hr@robertbour.com.