

# McGard

## Sales Support Associate

Monday – Friday; 8:30AM – 5:00PM

Ability to work overtime, as needed

### RESPONSIBILITY:

- To coordinate and facilitate various departmental administrative needs identified by several market areas including original equipment, aftermarket automotive and marine sales activities of the organization.

### REQUIREMENTS:

- High school diploma.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Attention to detail and organization.
- Strong proofreading skills/above average working knowledge of English, i.e. grammar, punctuation, spelling, style and proofreading (find/correct typos, spot inconsistencies, etc).
- Willing to follow-up with coworkers and customers (projects, requests, etc).
- Motivated, focused, hardworking and dependable.
- Ability to multitask, handle multiple projects, and manage time successfully.
- Good note taking ability (in meetings, during training, etc).
- Customer service focused with strong verbal phone skills.

### PREFERRED KNOWLEDGE/SKILLS/ABILITIES:

- Associate's degree in related field.
- Minimum of Two (2) years sales support experience.
- Minimum of One (1) year of customer service experience.
- Quick learner with the ability to learn and adapt to new tasks easily.
- Ability to be flexible and work effectively and efficiently in different environments.
- Order entry experience.
- Positive and approachable attitude with team mentality.

*Comprehensive benefits package includes: quarterly profit sharing, 401(k) plan, health, dental and life insurances, paid personal days, vacation, holidays, plus more. To get a better feel of McGard and how you could realize your full potential with a career with us, please visit [www.mcgard.com](http://www.mcgard.com).*

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*"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or other characteristic protected by law."*