

Program Manager

Valencia, CA

Who We Are

Lavi Industries is the premier manufacturer of innovative architectural fixtures and software solutions for guiding people in commercial facilities. We are headquartered in Valencia, California with facilities in New York and sales offices throughout the US. We pride ourselves in our pursuit of excellence through the dedication and integrity of our people since 1979. We offer the right candidate an opportunity to excel in an entrepreneurial environment, as well as an attractive compensation package.

Come be a part of our team!

Job Summary

We are looking for a dynamic and charismatic individual to join our growing sales team. You'll be responsible for increasing sales by providing immediate, personalized support to our existing and prospective customers. By managing and directing account relationships, you'll help boost sales and key service metrics while helping your Sales Executive close deals. Day-to-day activities include entering and processing orders and quotes, developing and maintaining your own small accounts and/or markets, follow-up and communication of order status, and troubleshooting customer concerns or operational delays. Additional responsibilities include assisting with specialized projects for our current customers and developing new business relationships by calling on prospective customers in targeted businesses.

Qualifications

- High School diploma or equivalent. Bachelor's Degree preferred.
- Working knowledge of Microsoft Office and general office equipment.
- Excellent written and verbal communication skills, with a courteous and professional manner.
- Minimum 2–4 years Customer Service or Call Center experience.

Equal Opportunity Employer

To apply, send cover letter and resume to Jobs3@lavi.com

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