

## Sales Assistant

Valencia, CA

### Who We Are

Lavi Industries is the premier manufacturer of innovative queue management fixtures and software solutions for guiding people in, through, and out of commercial and government 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

This dynamic candidate's primary function will be to provide timely and personalized support for our existing and prospective customers. The Sales Assistant will be responsible for administering and directing account relationships by serving as the liaison between the customer, Customer Service and Operations. Specific duties will include entering and processing orders, projecting lead times, quoting freight, preparing shipment documents, 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
- Familiarity with Microsoft Office and general office equipment
- Excellent written and verbal communication skills, with a courteous and professional manner
- 2–4 years experience in Customer Service

Equal Opportunity Employer. To apply, send cover letter and resume to [Jobs3@lavi.com](mailto:Jobs3@lavi.com)

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