



Sales Support Specialist

Secure Components is searching for a bright and highly motivated team player to fill the role of Sales Support Specialist. This is a 40 hour a week, full time position with vacation package, 401K and Health Insurance offered. This position is focused first and foremost on supporting the sales team. This includes entering Requirements, Quotes, and ensuring the sales team is focused on completing their primary duties. The Sales Support Specialist works directly with the Vice President of Sales and Marketing to perform much of our social media and web content that support our sales goals. The dynamic role this position plays in the success of the company cannot be understated. Ranked in 2013 by Inc Magazine as the 63rd fastest growing private company in the state of Pennsylvania, our company culture is a very fast paced and focused on establishing sustainable and reoccurring annual revenue growth.

The Sales Support Specialist plays a vital role in the company's ability to function seamlessly in the event we are short handed in another department. The sales support specialist is crossed trained to support our quality/shipping/procurement departments in the event they require additional support. We are searching for an intelligent candidate who is proven to be a highly motivated, self-starter who is a very well organized, great at multitasking, and a team player. Previous office experience that includes a proficient understanding of Microsoft Office is desired. In keeping with our team focused culture, the compensation package is comprised of a salary, plus a percentage of the Gross Profit shipped each month. If you are a mature and energetic individual that desires a position where your efforts are highly visible to the rest of the team, send us your resume. Secure Components is focused on training our employees well enough to leave, but treating them well enough, so they will not want to.

Email Resume to Travis.t@securecomponents.com

