

Job Title: Sales Secretary

Location: 3824 N Abram Rd Palmview Tx 78574

Job Type: Full-Time

Pay: \$12.00 - \$15.00 Hourly / Weekly Pay

Shift: M-F 7:30 – 4:30pm

About Us:

IHC Suspension is an aftermarket suspension company that manufactures lowering kits for domestic pickup trucks. We manufacture, sell, and distribute all IHC products in Palmview Tx. We pride ourselves on delivering exceptional service and high-quality products to our customers. Join our team and contribute to a fast-paced, collaborative environment where your efforts make a difference.

Job Summary:

We are seeking a highly organized and detail-oriented **Sales Secretary** to join our team. The ideal candidate will provide administrative support to the sales department, ensuring efficient operations and effective communication. If you are proactive, possess excellent multitasking skills, and have a passion for sales support, we encourage you to apply!

Key Responsibilities:

- Provide administrative and clerical support to the sales team.
- Manage and maintain sales-related documents, records, and databases.
- Assist in preparing sales reports, presentations, and proposals.
- Coordinate and schedule meetings, appointments, and travel arrangements for the sales team.
- Handle customer inquiries and provide relevant information regarding products/services.
- Process orders, invoices, and follow-up on payments as needed.
- Maintain accurate records of sales transactions and client interactions.
- Assist in coordinating marketing and promotional activities.
- Perform other administrative duties as assigned.

Requirements & Qualifications:

- High school diploma or equivalent (bachelor's degree in business administration or related field preferred).
- Proven experience as a secretary, administrative assistant, or in a sales support role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and CRM software.
- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Ability to multitask and work under pressure in a fast-paced environment.
- Strong attention to detail and problem-solving skills.
- Knowledge of sales procedures and customer service practices is a plus.

Why Join Us?

- Competitive pay
- Vacation time

- Opportunities for growth and advancement.
- Friendly and supportive work environment.
- Paid holidays
- Travel opportunities to top industry trade shows

How to Apply:

Interested candidates, please submit your resume and a brief cover letter to careers@ihcsuspension.com or apply online at www.ihcsuspension.com/careers/

IHC Suspension is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees

