

Multi-Housing Depot is a wholesale distributor dedicated to the multi-housing industry, specializing in 8 different types of housing; including but not limited to conventional apartments, military housing, as well as student and senior housing. MHD is a distributor of kitchen & bath doors, cabinets, counter tops, appliances, windows, patio doors and closet organizers. MHD doesn't just bring the kitchen sink; we bring kitchens, from lights to flooring outfitting multi-housing communities across the nation with focus in the Mid-Atlantic. MHD is also the manufacturer and distributor of the cabinet brand, Acacia Cabinetworks.

Sales Support Associate

Develop and maintain professional and working relationships with customers and support sales team by providing excellent, accurate and timely customer service, support and sales.

Responsibilities:

- Maintain up to date customer account data base.
- Make outbound calls to promote company products and services.
- Make outbound and answer incoming calls; manage, review, prioritize, respond to, direct and follow through on CRM, field measure requests, email and voice mails received.
- Promote web ordering and solicit customer feedback.
- Analyze, prepare, negotiate, process and maintain quotes and contracts; review and follow up with customers, sales team, and internal departments.

Requirements:

- Strong time management and multi-tasking.
 - Excellent listening, verbal, written and telephone communication.
 - Team Oriented.
 - Problem resolution and organization.
 - Professional demeanor.
 - Initiative, accuracy, attention to detail and follow through.
 - Basic math and data entry.
 - Energetic and able to learn and grow in a fast pace environment.
- **Proficient with Microsoft Office – Outlook, Word, Excel**

Preferred experience with:

- CRM – Customer Relations Management software
- Profit 21
- Adobe Acrobat and InfoPath Forms

Experience: 3 years experience. Industry related preferred.

As part of our post offer, pre-employment process, we require that the candidate agree to submit to drug & alcohol and background screenings.

We offer a competitive wage in addition to a comprehensive benefits package that includes:

- Section 125 Major medical, prescription and dental plans, Flexible Spending
- 401K with company match
- Company paid Life, LTD, AD&D Insurance
- Paid Time Off and Holidays

Salary History Required.
EOE

Applicants can visit our website www.multihousingdepot.com for an application to complete, sign and forward along with resume to HR@multihousingdepot.com.