



Job Title: Sales Apprentice / Sales Support

Job Overview:

The Sales Apprentice / Sales Support works with senior project managers and sales reps. They learn how to scope client needs, create project estimates, write proposals, and make sure active jobs finish on time and within budget.

Key Responsibilities

- **Sales Support:** Assist with customer calls, log leads in customer relationship management (CRM) software, and prepare price quotes or bids.
- **Project Coordination:** Track project timelines, schedule team meetings, and update task boards.
- **Client Communication:** Serve as a secondary contact for clients, answer basic questions, and relay project updates.
- **Documentation:** Organize project files, draft change orders, and prepare project close-out summaries.
- **Travel:** up to 20%

Required Qualifications & Skills

- **Education:** High school diploma required; pursuing or holding a degree in business, marketing, or project management is preferred.
- **Communication:** Clear speaking and writing skills for talking with clients and internal teams.
- **Tech Skills:** Basic knowledge of office software (Excel, Word, Outlook) and willingness to learn project tools.
- Must have strong desire to learn, have a detail-oriented mindset, and problem-solving abilities.

Pay: \$20 - \$25/hr, DOE

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