



Job Announcement – Executive Sales Assistant

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Huwa Enterprises is a nationally renowned land reclamation and restoration company, that has successfully reclaimed over 3.1 million acres of land across 43 states in the US. We use innovative approaches based in science and environmentally sound practices in our work, and we continue to innovate as we partner with clients in specialty areas such as land reclamation, renewable energy, civil infrastructure, and natural disaster recovery, all using the most advanced tools in science and technology to do so.

We are currently seeking to fill the position of Executive Sales Assistant

About this Role: The Executive Sales Assistant will provide administrative and customer service support to the sales department, helping to manage client relationships, process orders, and coordinate sales activities. This role is vital to ensuring smooth day-to-day operations and helping the sales team meet their targets.

Position: Executive Sales Assistant

Reports to: Director of Sales

Classification: Non-Exempt

Key Duties/Responsibilities:

- Assist the sales team with daily administrative tasks and customer communications
- Prepare and send quotes, proposals, and contracts
- Maintain accurate sales records and update the CRM system
- Schedule meetings, site visits, and follow-ups with clients
- Respond to client inquiries via phone, email, and in-person in a timely and professional manner
- Coordinate with other departments (Operations, Human Resources, Marketing, etc.) to ensure client needs are met
- Track and report on sales tracker
- Support the preparation of sales reports and presentations

Work Requirements

- Previous experience in a sales support or administrative role, preferably within the construction or related industry
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and CRM software
- Ability to multitask and work in a fast-paced environment
- High attention to detail and a proactive attitude

Preferred Qualifications:

- Knowledge of construction products, materials, or services
- Experience using project management or construction-specific software
- Bachelor's degree or equivalent in Business, Sales, or a related field (not mandatory but beneficial)

What We Offer

- Competitive salary and benefits package
- Opportunities for growth and development within a thriving company
- Supportive and collaborative team environment
- Exposure to a wide range of projects and clients

Salary and Benefits:

- Anticipated Starting Hiring Wage Range: \$24-\$33 per hour; dependent education, skills, and experience.
- Benefits: Huwa Enterprises offers a comprehensive benefit package which includes a wide array of valuable benefit options for health, dental, vision, and life in addition to many optional benefits including such things as accident, hospital indemnity, EAP (employee assistance program), legal, pet insurance and others.

To Apply:

Please submit a cover letter addressing the position requirements, as well as a resume outlining your work history and the skills and experience you believe will demonstrate you are a match for this position. Please submit your materials via e-mail to HR@HuwaEnterprises.com.

This position will remain open until it is filled, and reviews of qualified applicants will begin immediately upon receipt. You may contact Human Resources with any questions by e-mailing HR@HuwaEnterprises.com.

Notice to All Applicants:

1) Proof of eligibility to work is required to be produced within three (3) days of hire; 2) Direct Deposit is a condition of employment; 3) Applicants may be required to complete a successful background check prior to employment, including but not limited to drug screening and MVR, depending upon the duties of the position; 4) Requests for ADA reasonable accommodation in the application process can be requested by contacting HR@HuwaEnterprises.com.

Huwa Enterprises is an Equal Opportunity Employer:

It is the Company's policy to provide equal employment opportunities for all applicants and employees. The company prohibits all forms of discrimination and harassment including those that violate federal and state law. The company does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation in its employment practices and activities. To report any concerns or complaints, you may contact Human Resources at HR@HuwaEnterprises.com.