



PROJECT COORDINATOR

Founded in 1983, Ross Clark Material Handling is Northern California and Nevada's largest material handling company. We are aggressively searching for **SUPERSTAR PROJECT COORDINATORS** to join our Northern/Central California and Nevada sales teams with the intent of building a career within our organization.

RCMH offers a unique one-stop, full-service approach that puts us in a league far beyond our competitors. We offer a wide range of industrial equipment and services including, but not limited to: pallet racking, shelving, industrial carts, mezzanines, modular offices, Computer Aided System Design, (CAD) layouts, and more...

The ideal candidate for this position must be self-motivated and enthusiastically willing to contribute to a positive work place, work well with others and possess good time management skills. Previous project coordination experience is not required but a plus.

In our rapidly expanding **Northern/Central California and Nevada** markets, we need **SUPERSTAR PROJECT COORDINATORS** who:

- Has a solid work ethic – take-charge personality
- Is able to work flexible hours when necessary
- Can be ready to accept on-going outside and inside training
- Must have strong organizational skills
- Has the ability to set priorities and yet be flexible
- Can manage multiple projects with diplomacy
- Possesses attention to details with good math skills

GENERAL JOB DUTIES

Work with multiple outside salespeople on multiple projects. Duties would include shop and compare multiple sources for proposal needs. Obtain material quotes and prepare customer proposals. Coordinate deliveries and installs. Accommodate phone calls and walk-in customers when needed. Follow up proposals and open purchase orders in a prompt fashion. Process all daily sales for a primary territory. Be computer literate, able to use office machines independently; type, fax, copier, etc. Overall job tracking and organization. Able to do phone canvassing when needed.

Compensation

- EOE, Salary depends on experience

Benefits

- Full medical and dental Benefits including HSA (Pre-tax Health Savings Account) and HRA (Health Reimbursement Account)
- 401K retirement plan with RCMH match (Details to be discussed during interview process)

Email your resume today to superstars@rossclark.com or fax to: (916) 635-0366.