

Sales Assistant – Kapolei

Carrier Hawaii has an immediate opening for a full time sales assistant position at our Kapolei location. Looking for a friendly, responsible, and self-motivated individual!

Job Location:

**2060 Lauwiliwili St.
Kapolei, HI 96707**

Description: The sales assistant position is responsible for working with our customers, vendors and freight companies to track equipment orders and communicate current delivery dates and schedules in a timely manner. They are also responsible to support the sales department by doing stock orders and assisting in events, trainings, and any job order functions.

This is a full-time, hourly position. Typical days and hours of work are done Monday through Friday, 7:30am – 4:00pm.

Qualifications:

- High School diploma or equivalent combination of education and experience
- Must be knowledgeable in Word and Excel
- Organized and able to multi-task
- Excellent communication and writing skills
- Solutions oriented and good with conflict resolution

Benefits:

- 100% company paid employee and 50% family medical, dental & vision (HMSA or Kaiser)
- 100% company paid employee group life insurance
- 401K retirement plan and profit sharing
- Cafeteria plan (Flexible Spending Plan for medical and dependent care expenses)
- Tuition reimbursement
- Employee discounts on air conditioning equipment and parts
- Vacation, sick and holiday pay

If you're interested in this position please email your resume or job application to Cheryl at ckuroiwa@carrierhawaii.com