BILINGUAL SALES COORDINATOR

KTSDI LLC - North Lima, OH

Job ID: 216576607

Job Description

Bi-Lingual, fluent in Spanish and / or French - required

Sales experience, industrial background preferred

ISO experience a benefit

Knowledge of office management systems and procedures

Excellent time management skills and ability to multi-task and prioritize work

Attention to detail and problem-solving skills

Excellent written and verbal communication skills

Proficient computer skills including knowledge of all Microsoft Office 365 Programs, Adobe Acrobat, QuickBooks

Applicant must be highly technical and detail-oriented

College degree preferred

Excellent typing skills

Ability to multitask and support staff with sales and service orders

Minimum Age: 18

Must have valid Driver’s License

Must be able to lift 50lbs

Full time position with the availability to work overtime as needed

Travel required

Passport required after probationary period

Benefits:
Health insurance, paid holidays, 401K/retirement plan, vacation
To Apply:
Email resume to Lindsey@ktsdi.com or apply online at ktsdi.com