

Job Description: Sales Assistant at Tri-Hishtil

5 May 2025

Position Title: Sales Assistant

Location: Tri-Hishtil, Mills River NC

Department: Tri-Est Sales

Reports To: Tri-Est Sales coordinator

Company Overview:

Tri-Hishtil is a forward-thinking agricultural company specializing in high-quality grafted plants, innovative horticultural solutions, and sustainable growing practices. We pride ourselves on our commitment to excellence, environmental stewardship, and customer satisfaction. As Tri-Hishtil produces the grafted plants in the Mills River greenhouse facility, all sales activities are organized and coordinated through the two partner sales organizations: Tri-Est for the eastern US and Tri-Cal for the western US.

Position Overview:

As the Sales Assistant located at Tri-Hishtil production site, you will play a crucial role in supporting the sales team and ensuring smooth operations within the department. You will be responsible for assisting with the administration of sales activities, maintaining excellent customer relationships, and contributing to the achievement of our sales targets.

Key Responsibilities:

- Customer Support:

- Assist in responding to customer inquiries and providing support in a timely manner.
- Help resolve customer issues and escalate them to the sales coordinator, if necessary.
- Assist customers with order documentation, seed deliveries, and any other necessary information.

- Sales Operations:

- Support the sales team with the preparation of sales presentations and other relevant documentation.
- Assist in the management of sales databases and maintain accurate sales records.
- Process and track orders, ensuring timely delivery and customer satisfaction.

- Communication:

- Help to maintain contact with current or potential clients by providing customer service and by helping with any issues that arise.
- Assist in organizing and participating in trade shows, exhibitions, and industry events.
- Support the sales team with the logistics of all orders.

- Administrative Support:

- Assist with general administrative duties such as filing, data entry, and preparation of reports.
- Coordinate and schedule meetings, appointments, and conference calls as necessary.

Qualifications and Skills:

- Education and Experience:

- High school diploma or equivalent required; a degree in Ag business, marketing, or a related field is a plus.
- Previous experience in a sales support or administrative role is preferred.

- Skills:

- Excellent verbal and written communication skills.
- Strong organizational and time-management abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM systems.
- Ability to work independently and as part of a team.
- Customer-focused with a friendly and professional demeanor.

****Benefits: ****

- Competitive salary and bonus structure.
- Comprehensive health insurance and retirement plans.
- Opportunities for professional development and career advancement.
- Dynamic and supportive work environment.

Join us and be part of a team dedicated to innovation and excellence in the agricultural industry. If you are motivated, enthusiastic, and ready to make a difference, we encourage you to apply for the Sales Assistant position today!