

SALES ASSISTANT

Join the Growing Team at TriHishtil!

Are you a people person with a knack for organization and a passion for supporting a successful sales team? We are looking for a dynamic Sales Assistant to help us cultivate strong client relationships and keep our sales operations running smoothly. If you thrive in a fast-paced environment and love being the go-to support behind a thriving team — we want to meet you!

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:

- Assist in maintaining 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.

Required Qualifications

- At least 18 years of age
- Able to pass a pre-employment physical and drug screen
- High school diploma or equivalent (GED)
- Valid driver's license
- Positive and proactive in supporting team goals
- Basic literacy and math skills (for counting order materials and inventory)
- Strong attention to cleanliness, detail and accuracy

- Basic computer literacy (for order lookups, inventory systems and shipping programs)
- Good communication skills (verbal and written)
- Ability to follow written and verbal instructions
- Dependable with a strong work ethic

Preferred Qualifications

- Degree in business, marketing, or ag-related field
- Previous experience in sales or administrative role
- Familiarity with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Valid driver's license
- Bilingual (English/Spanish)
- Ability to travel (occasionally – 10%)

Join our team as a Sales Assistant, where your contributions will be valued, and you will have opportunities for professional growth within our organization.

Job Type: Full-time

Expected hours: 40 per week, M-F 7:30a – 4p

Benefits:

- Competitive pay
- 401(k) matching
- Yearly bonus
- Dental insurance
- Health insurance
- Vision insurance
- Short Term Disability
- Long Term Disability
- Life insurance
- Paid time off
- Parental leave
- Flexible spending account
- Health savings account

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