



Title: Office Admin

Job Summary

H2H Blinds is one of the largest providers of window blinds serving the new construction industry, as well as residential & commercial property investors and property managers. We are a full-service window blind vendor solution offering pre-measuring, professional installation, and warranty service. Our current client base includes over 70 builders, including twelve of the Top 20 Homebuilders in metro-Atlanta.

Responsibilities and Duties

Key Responsibilities:

- Process all builder and homeowner-direct sales, generating sales orders and contracts and ensuring 100% customer satisfaction
- Responsible for providing value to our customers, and managing the flow of information between customers and operations
- Understand H2H's products, suppliers, business partners and competitive advantage
- Track and manage builder PO portals for scheduling and installation
- Efficiently processes customers' requests including processing orders and troubleshoot problems when they arise
- Assist in billing for builder and homeowner direct sales.

Qualifications:

- Motivated individual who can work autonomously and/or as part of a team in a fast-paced environment
- Excellent communication and interpersonal skills
- Exceptional with verbal and written professional correspondence via phone and email
- High level of initiative, creative thinking, decision making, and problem resolution skills
- Contributes to team goals by accomplishing related job responsibilities
- Familiarity with the construction industry, understanding needs and challenges of homebuilders, contractors and building suppliers

Job Requirements:

- 1-2 years of Customer Service related work experience
- Demonstrate computer literacy and proficiency with the MS Office Suite, especially Excel, Outlook, and Word
- Excellent time management skills and the ability to manage multiple tasks with shifting priorities and timeframes

All offers for employment are contingent upon favorable drug test and background check results.

Benefits

Medical, Dental, Vision

Vacation

PTO

Job Type: Full-time

Pay: From \$15.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Experience:

- Customer Service: 1 year (Required)

Work Location:

- One location

Paid Training:

- Yes

Management:

- Team Lead

Typical start time:

- 7AM

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Detail-oriented -- would rather focus on the details of work than the bigger picture

Benefit Conditions:

- Waiting period may apply
- Only full-time employees eligible

Work Remotely:

- No