

Champion Home Builders, Inc.

Job Description

Job Title: Sales Administrator

FLSA Status: Non-exempt

Prepared By: Corporate Human Resources

Summary Prepares yard sheets, schedules homes for production, enters orders into the computer and dispatches homes when they are ready for shipping.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Prepare yard sheets, schedule home production, and enters orders into the computer.
- Arranges financing with appropriate finance companies for sales when needed.
- Invoice homes and send Certificate of Origin for payment.
- Enters payments received on homes.
- Types Data Plates and Packs for homes.
- Dispatches homes to Dealer and attaches permits.
- Prepares State reports for all homes.
- Answers phone calls and does general filing.
- Prepares weekly and monthly reports for corporate office.

Competencies

- Strong proficiency in Microsoft Excel and Word
- Ability to work well in a fast-paced environment
- Pays attention to detail
- Sales support and customer service experience a plus
- Ability to prioritize
- Extreme organization

Education and/or Experience

High school diploma or general education degree (GED) and one to two years related experience and/or training; or equivalent combination of education and experience.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Champion Home Builders is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.