https://gctimesnews.com/job/sales-support-administrative-assistant-at-schafer-retail-solutions/

Sales Support/Administrative Assistant

Hiring organization
Schafer Retail Solutions

Employment Type
Full-time

Date posted
October 28, 2025

Valid through
01.12.2025

Description

Seeking an organized and motivated Sales Support/Administrative Assistant to point our team in Adair. This role supports Sales, Marketing and Operations by coordinating orders, preparing bids, maintaining contracts and providing excellent customer service and administrative assistance.

Qualifications

*Previous administrative and/or customer service experience
*Proficiency in Microsoft Office, with strong Excel and PowerPoint skills
*Exhibit professional communication and organizational abilities
*Manage multiple priorities with attention to detail and accuracy
*Provide courteous support to customers and team members
*Punctual, dependable and able to work independently or in a team environment

Job Benefits

Excellent Benefit Package inlcuding health, dental, vision and 401K

$1,500.00 Sign-On Bonus

Contacts

Receive full position detail and apply at:
SchaferRetail Solutions, 1000 Flag Road, Adair, IA 50002
or visit – https://schafersystemsinc.prevueaps.com/jobs to apply

Employment is contingent upon satisfactory background screening (criminal history and drug test).

https://.www.schaferrs.com/. EOE / AA. – Drug Free Workplace