



GLASCO
COMMERCIAL GLAZIER
GLASS | METAL DISTRIBUTOR

Job Description

Job Title: Sales Representative/Administrative Assistant
Location: Detroit, Michigan - No travel required
Terms: 9 a.m. – 4 p.m. – some flexibility available
Salary/rate: \$18 - \$25 per hour based on experience

About us: Glasco Corporation is a commercial glazing contractor and wholesale distributor of glass and glazing products and Tubelite architectural metal products. We have been in business for over 50 years. Although we are not a family-owned business, everyone is treated as a family.

About the role: We seek a highly organized, detail-oriented sales/administrative support professional to join our team. This role is essential in ensuring the smooth operation of our company by providing sales support to customers and comprehensive administrative assistance to our accounting and project management teams. The ideal candidate will possess strong verbal and written communication skills and strong math skills and thrive in a fast-paced environment, demonstrating the ability to prioritize multiple tasks while maintaining a high level of professionalism.

Responsibilities:

- Assist customers (walk-in or by phone) with new and existing glass and metal orders and process payments as required.
- Write work orders for fabrication.
- Assist in maintaining warehouse inventory.
- Maintain the material list and pricing in the wholesale book.
- Write purchase orders for materials needed in the fabrication shop.
- Process purchase orders.
- Assist our accountant with administrative support as needed.
- Assist our project management team as needed to facilitate project progress.
- Answer phones and direct calls to the appropriate person.

Candidate requirements:

- Excellent verbal and written skills, as well as solid math skills.
- Strong organizational and time management skills with attention to detail.
- Minimum of 1 year of sales and administrative experience, preferably in the construction industry.
- Proficient in Microsoft Word, Excel, and Outlook.
- Willing to help others as needed and maintain a positive attitude.
- Ability to work independently and as part of a team in a dynamic environment.

Contact us to apply

If interested in this great opportunity, please send a resume to Greg Miketa at gregm@glascocorp.com.