



## Administrative & Sales Support Coordinator

Concorde Specialty Gases currently offers a comprehensive benefits package to eligible employees and their dependents, including health and dental insurance; voluntary vision insurance; access to an Employee Assistance Program (EAP); 401(k) retirement plan with a Safe Harbor match; generous paid time off, including vacation, sick, and holiday time; Tuition Reimbursement program. The company is committed to supporting our employees' professional development, well-being, and financial security.

We have an immediate opening for an Administrative & Sales Support Coordinator. This plays a key role in supporting daily operations across administrative, sales, and service functions. This position manages general office activities, assists with scheduling and coordination, and serves as a central point of communication for internal teams and external visitors. The role also provides essential support to sales and service teams through documentation, data maintenance, and workflow coordination, while helping ensure a positive customer experience.

### **DUTIES AND RESPONSIBILITIES:**

#### **Administrative Tasks:**

- Provide general administrative support to departmental managers.
- Assist with the planning and coordination of events, on-site visitors and other special projects.
- Serve as the primary contact for visitor greetings, phone call screening, meeting coordination, and mail/package distribution.
- Scan, file, and archive documents, organizing them in accordance with Concorde's filing system.
- Order and maintain office and production supplies; monitor inventory levels and ensure stock availability for both office and production needs.
- Coordinate calendars across departments, schedule meetings, prepare agendas, distribute materials, and record meeting minutes accurately.
- Handle travel arrangements, including booking transportation and lodging, and manage expense reporting in alignment with company policy.
- Manage facility-related administrative tasks, including service requests and communication with external vendors as required.

#### **Sales & Service Support:**

- Support the sales, service and customer service departments.
- Assist with the preparation of sales-related proposals, documents, presentations and other sales-related documents.
- Process quotations and invoices as required.
- Manage customer data within CRM system, ensuring data accuracy.
- Prepare and manage service paperwork for traveling service team.
- Maintain shared the calendar of service work and sales team travel schedules.
- Communicate site requirements to management team to ensure all are met before service begins.

#### **Customer Support:**

- Communicate customer's needs and expectations clearly to management.
- Maintain customer portals.



- Communicate effectively with customers and internal team members.

**Additional Responsibilities:**

- Provide backup support for the customer service team, including quoting and processing orders as required.
- Attend relevant training sessions to stay updated on industry trends and regulations.
- Perform other duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- Associate's Degree (AA) or equivalent from a two-year college or technical school.
- 2+ years administrative experience required.
- Computer skills required: Microsoft Office Suite, Adobe Acrobat Pro
- Employees must have basic English proficiency when performing their work, or working as a team, in the warehouse and any other areas that contain gas, chemicals, and equipment. Employees must have basic English proficiency in reading comprehension to ensure full understanding of all safety policies, procedures, and certifications for performing work in the warehouse and other areas that contain gas, chemicals, and equipment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to sit and talk or hear.
- Occasionally required to stand, walk and utilize hand and finger dexterity.
- While performing the duties of this job, the noise level in the work environment is usually moderate.
- The employee must occasionally lift and /or move up to 10 pounds.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job posting restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

*We are 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 expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*

*We are a drug-free workplace and are committed to providing a safe, healthy, and productive work environment for our employees. Employment with our company is contingent upon a successful completion of a pre-employment drug screen and background check.*