



✉ careers@dataray.com

📍 1675 Market Street
Redding, CA 96001

☎ +1 530 395 2500

Sales Assistant

Location: Redding, CA

Status: Full-time/Non-exempt

Starting salary: \$35,360 annually (equivalent to \$17 per hour)

Benefits available: 401(k) (waiting period applies), medical/dental/vision insurance

Job description: DataRay Inc., the worldwide leader in laser beam profiling and analysis, is seeking an organized, detail-oriented Sales Assistant. The Sales Assistant is responsible for assisting the Operations team with the sales and fulfillment processes. As a member of the DataRay team, the Sales Assistant's essential job functions include, but are not limited to:

- Order fulfillment
- Provide backend support to Sales Engineer(s) as necessary:
 - Data entry
 - Sales quotes
 - Sales lead follow-up
 - Sales calls
 - Report generation
 - CRM
 - Customer communication
 - Review of global sales representatives and distributors
- Coordinate with other team members to ensure the sales and fulfillment processes are executed efficiently
- Provide backup for other members of the Operations team as necessary
- Other projects and miscellaneous duties as assigned



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Minimum qualifications:

- High school diploma or equivalent
- College coursework in business, supply chain logistics, accounting, or other related fields

Preferred qualifications:

- 1+ year professional work experience in a business environment

Knowledge and skills:

- Detail-oriented and organized
- Ability to write and speak effectively to customers and team members
- Ability to read and comprehend technical documents such as procedure manuals, routine reports
- Ability to work independently and as part of a team
- Ability to multitask effectively
- Practical experience with MS Office apps, ERP, and CRM systems
- Working knowledge of basic logistics solutions (e.g., FedEx, UPS, etc.)

About DataRay:

Founded in 1988, DataRay Inc. is the worldwide leader in laser beam profiling and analysis, delivering high-quality, affordable, and reliable instrumentation to the photonics industry. Product lines include beam profiling cameras (covering 190 nm to 16 μm , model-dependent), and scanning slit beam profilers (covering 190 nm to 2.5 μm , model-dependent). For more information, visit www.dataray.com or email careers@dataray.com.

DataRay Inc. is proud to provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity or expression, national origin, age, disability or genetics. In addition to federal law requirements, DataRay Inc. complies with applicable state and local laws governing nondiscrimination in employment.