



Position Overview

ProForce Law Enforcement is an innovative leader in the sale and distribution of law enforcement equipment and recognized for its excellence in creative marketing, technology, and world-class customer service. ProForce is currently seeking a **Sales Support Administrative Assistant** to join our hardworking team in Prescott, Arizona!

Responsibilities include:

- Run reports and various other informational retrieval duties
- Proofing and tracking of sales promotions
- Internal customer service
- Deadline specific projects
- Processing shipments

Ideal Candidate Would Possess

- Excellent oral and written communication skills.
- A demonstrated ability for planning and organization skills, handling multiple tasks, and working in a fast-paced environment.
- The ability to communicate in a professional and articulate manner with internal contacts at all levels.
- Strong computer skills, including Microsoft Outlook, Excel, and Word.
- Experience with Salesforce, CRM systems are a PLUS.
- A strong attention to detail.

Position Requirements

- Must be at least 21 years of age.
- Able to pass a criminal background check and pre-employment drug screening.

Benefits

ProForce is a business casual environment that offers a generous benefits compensation package including a starting wage of between \$13 and \$15 per hour, voluntary benefits including medical, dental, vision and life insurance, optional flexible spending accounts, short-term/ long-term disability plans and a 401(k) plan with an unlimited 25% match.

About ProForce Law Enforcement

ProForce Law Enforcement is a major supplier of law enforcement firearms, non-lethal solutions, and duty gear. The company features an excellent selection from top manufacturers. ProForce proudly has operations in Prescott, Arizona and Brea, California, along with traveling law enforcement agency sales representatives throughout the western United States.

ProForce Law Enforcement is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

To apply for this position, reply to this posting with your cover letter and resume, or resumes may be emailed to hr@davidsonsinc.com, faxed to 928-776-0344, or mailed to 6100 Wilkinson Drive, Prescott, AZ 86301.