



**KAMRAN AND COMPANY, INC.**  
**FOOD SERVICE AND LAUNDRY EQUIPMENT CONSULTANT AND CONTRACTOR**

CA: 687988 B D34 C38 AZ: ROC112017 KO NV: 52465 C21A NV: 42022 C26A HI: 33236 C25



**Assistant – Sales Department**

Kamran and Company, Inc. – Santa Barbara, CA

**Summary of Position:**

Assistant to Sales Department for a Food Service Equipment contractor to work directly with a Sales Manager who oversees multiple accounts. This is an entry-level position with growth opportunity. Attention to detail and strong verbal/written communication skills are required.

**Roles and Responsibilities:**

The Assistant to Sales Department takes direction from the Sales Manager to complete the following tasks for each assigned project:

- Aid in preparing market strategy to establish new clients.
- Cold-calling and following up on active accounts.
- Generating Purchase Orders.
- Schedule and track deliveries of equipment.
- Issue all appropriate legal paperwork.
- Report and escalate to management as needed
- Any other day-to-day clerical needs.

**Skills and Qualifications:**

- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office. Specifically, Microsoft Excel and Microsoft Word.
- Must be comfortable cold-calling to establish new clients.

**Job-Type:** Full-Time

**Education:**

GED Required

Associates or Bachelor's degree is a plus

**Additional Information:**

- Excellent benefits and opportunity for growth

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Phone: (805) 963-3016 or (800) 480-9418  
Fax: (805) 962-5915  
Email: [careers@kamranco.com](mailto:careers@kamranco.com)

411 East Montecito Street  
Santa Barbara, CA 93101  
[www.kamranco.com](http://www.kamranco.com)



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- Kamran and Company, Inc. is an equal opportunity employer that recruits, hires, trains, and promotes the most qualified individuals without regard to gender, race, color, national origin, religion, age, sexual orientation, disability, veteran/military status, marital status or any other status protected by federal or state law, with regard to any term or condition of employment.

E-mail all resumes and cover letters to [careers@kamranco.com](mailto:careers@kamranco.com)

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