

Job Title: Manufacturing Sales Assistant

Location: Bridgeport, CT

Job Type: Full-Time

Overview:

Beckson is hiring for someone to join a rich tradition spanning over 70 years, during which they've consistently delivered high-quality marine equipment and accessories. But it's not just about great products; it's about reliability when it matters most. Imagine your hand pump not failing during a storm, or your boat hook standing strong as you deftly dock. That's the Beckson value—products that won't let you down when you're out on the water. They've even pioneered the use of plastics in marine pumps, including the world's first dependable, self-priming, all-plastic bilge pump.

We are seeking a highly organized and detail-oriented **Manufacturing Sales Assistant** to support our sales team and ensure seamless coordination between sales, production, and shipping departments. The ideal candidate will help manage customer accounts, process orders, and maintain sales data, while also providing excellent customer service. This role requires a proactive individual with strong administrative and communication skills, who can work both independently and as part of a team.

Key Responsibilities:

- Assist the sales team in managing customer accounts, including processing orders, following up on inquiries, and maintaining strong communication with clients.
- Prepare sales quotes, proposals, and reports to support the sales team in closing deals.
- Track and maintain sales data, customer information, and ensure records are accurate and up-to-date.
- Coordinate with the production and shipping departments to monitor order status, ensuring timely delivery to customers.
- Support inventory management by providing accurate product availability information, working closely with the production teams.
- Develop and maintain strong relationships with customers, promptly addressing their needs and resolving issues.
- Assist upper management with various projects and administrative tasks as needed.

- Stay up to date on product knowledge, industry trends, and competitor activities to provide relevant insights.
- Enter and process cash, ACH, and PayPal payments, ensuring all transactions are recorded accurately.
- Record weekly and monthly payments and manage banking deposits.

Qualifications:

- Bachelor's degree in Business Administration, Marketing, or a related field is preferred.
- Experience in a sales support, customer service, or administrative role within the manufacturing sector.
- Strong organizational skills with the ability to multitask, manage deadlines, and prioritize effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- High attention to detail and accuracy in managing records and data.
- Proactive approach to problem-solving and the ability to work under minimal supervision.
- Strong team player with a solid work ethic and the ability to contribute individually as well.

Requirements:

- Previous experience in a factory or manufacturing facility is preferred.
- Familiarity with assembly line operations and warehouse environments.
- Proficiency in using hand tools and power tools safely and effectively.
- Strong mechanical knowledge with the ability to troubleshoot equipment issues.
- Ability to lift heavy objects and stand for extended periods.
- Excellent attention to detail and a commitment to producing high-quality work.
- Willingness to work flexible hours as needed, including overtime.

About: In 1955, Beckson was founded to manufacture the first dependable, self-priming, all plastic bilge pumps. The use of plastics for Marine products was limited. Although the advantages of reduced weight, low maintenance, high impact strength, cost reduction and corrosion resistance were beginning to be recognized. By the 70's, Plastic had become "state-of-the-art" in our industry. Eliminating problems of electrolysis, corrosion, lubrication, maintenance, and annual repainting. Plastic also eliminated problems associated with thru-mounted metal parts which cause condensation, stain surfaces, and suffer from material deterioration of the metal.

Several years were needed to develop the technology to produce our line of [Thirsty-Mate® hand pumps](#) without the use of metal components. The Coast Guard Approved Model No. 519CG high capacity pump was built to meet the original specifications of Coast Guard regulation No. 519C. The specifications of this regulation were reduced when no hand lift pump other than Beckson's could pass test requirements. Thousands of Thirsty-Mate pumps are still valued by their original owners after years of dependable service.

People often ask how Beckson has been so innovative over so long a period of time. It's simple – we're a company of Boaters for Boaters. Most of us have had a lifelong involvement using boats. Beckson means personal interest in boating, personal involvement, personal experience, and personal reputation. For over 40 years we have collaborated with material manufacturers to develop materials that will withstand the harsh marine environment. We were among the first to introduce molded and rigid PVC, Korad®, Rovel® and other specially manufactured materials to the marine marketplace; continuing a Beckson tradition of providing our customers and with products manufactured today using materials of tomorrow.

Beckson products have become the standard by which other marine parts are measured. Continuous testing, refinement, and development are the hallmarks of Beckson. Our customer's confidence has enabled us to complete over 40 years of apprenticeship, and with their valued support, we continue to improve our products and provide personal service and exceptional quality at affordable prices.