

Sales Associate

Description

Company Overview:

CREO Industrial Arts is a custom fabricator that has been producing high-end architectural products for over 40 years. We execute the vision of the world's finest architects, experiential graphics designers, landscape architects, and exhibit designers, producing extremely high fit and finish custom products for a wide variety of venues.

From the smallest, most detailed piece to large, multi-story structures, CREO does it all. Every project is different, but what they all have in common is the sophistication of the design and the industry's highest standard of quality.

Job Summary:

The Sales Associate supports the Account Executive team by assisting with client communications, proposal preparation, order processing, and general sales administration. This role is ideal for someone looking to grow into a sales career in the custom fabrication or construction industry.

Responsibilities

Essential Duties and Responsibilities:

- Assist Account Executives in preparing proposals, quotes, and presentations for clients
- Manage and update client records and opportunities in the CRM system
- Coordinate project details with internal teams (Estimating, Production, Project Management)
- Respond to routine client inquiries and provide timely follow-up
- Assist with scheduling meetings, site visits, and client presentations
- Help track sales pipeline, opportunities, and follow-ups
- Support preparation of contracts, change orders, and other documentation
- Participate in learning sessions to understand fabrication processes, pricing, and project management
- Perform other administrative or sales support tasks as needed

Qualifications

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- Strong computer skills
- Detail-oriented with strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Motivated, eager to learn, and team-focused
- Competitive and results-driven mindset is a plus
- Ability to travel occasionally for client meetings or site visits

Preferred Experience:

- Experience in the construction or environmental graphics/signage industry

Hiring organization

CREO Industrial Arts

Employment Type

Full-time

Job Location

8329 216th St. SE, 98072, Woodinville, WA

Base Salary

\$ 55,000 - \$ 65,000

Date posted

September 18, 2026

- Experience in sales support, administrative work, or a related role

Job Benefits

COMPANY SALARY/BENEFITS:

CREO offers a strong culture focused on career growth and development, along with a competitive compensation package. Employees receive 9 paid holidays annually and 2 weeks of paid time off (PTO) during their first year of employment.

In addition, CREO provides a comprehensive benefits package, including medical, dental, vision, life insurance, accidental death and dismemberment (AD&D), and long-term disability (LTD) coverage.

CREO also offers a generous 401(k) retirement plan match, contributing 100% of the first 3% of eligible compensation you contribute, plus 50% of the next 2% you contribute. This means that if you contribute 5% of your pay, CREO will contribute an additional 4%. Company matching contributions are immediately 100% vested, giving you full ownership of those funds as soon as they are deposited into your account.

Contacts

If this position sounds like a perfect fit for you: **Apply Today**

CREO provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.