



2520 N. Wesleyan Blvd. Rocky Mount, NC 27804
Office | 1.877.358.FIRE sales@fireconnections.com

Apparatus Contract Administrator | Fire Connections Incorporated

Located in Rocky Mount, North Carolina, Fire Connections is the preferred E-ONE dealer for fire apparatus, equipment and parts sales. An Apparatus Contract Administrator will be responsible for building specifications, bids, and proposals for all apparatus sales, as well as maintaining contract files during the building process. This position will require professional representation of Fire Connections and the vendors we represent. This is a salary and commissioned position with benefits.

Requirements |

- Must maintain a Class B CDL license at all times. Copies will be requested yearly.
- Non-Disclosure and Non-Compete
- Building specifications, bids, and proposals for apparatus sales
- Responsible for all contract files, change orders, warranty registration, and delivery documentation
- Basic computer skills (word, excel, outlook)
- Communication Skills
- Ability to take initiative.
- Customer first mentality
- Outgoing and Social personality
- Must be organized, time/ date driven

Hours |

Business hours are Monday-Friday from 8 a.m. to 5 p.m. This position will require some meetings outside of business hours.

Benefits |

- 401K Retirement Program
- Health insurance (Blue Cross Blue Shield)
- 10 days of paid vacation
- 5 sick days, 8 paid holidays
- Bonus Program

Contact Us | Email a cover letter and resume to kmayo@fireconnections.com to apply.

EXPERIENCE THE DIFFERENCE.