

## Office and Sales Assistant Job Post

FJS Distributors (based in Duluth, Minnesota) is recruiting a full-time **Office and Sales Assistant!**

### **\*\*To Apply\*\***

Please email your resume to [careers@audacityhr.com](mailto:careers@audacityhr.com)

### **Position Summary**

This role works onsite in our Duluth, MN office and requires exceptional communication skills to generate and organize appliance sales made via phone, e-commerce and Amazon.

Primary duties include:

- writing orders,
- contacting customers,
- contacting vendors,
- effectively communicating sales policies,
- coordinating shipping instructions to the customer,
- appliance parts sales and keeping stock of the regular purchased parts,
- generating reports in Excel and other platforms (NetSuite).

Other general office tasks include working together as a team to provide excellent customer service to all of our customers; taking on roles and helping out to get the job done; working through returns following company policies; and answering questions related to the customer's order. This position is at the hub of a busy office and must thrive in a fast paced environment, with the ability to focus and prioritize work.

Requirements include:

- Excellent phone and email etiquette
- Ability to work independently as well as in a team environment
- Efficient and knowledgeable with computer skills, especially in Excel and Word
- Previous office and sales experience a plus
- Holds a valid driver's license and a clean driving record for insurance purposes
- The ability to successfully complete a background study
- Timely and reliable attendance to complete all job duties.

**Other duties may be assigned to this position.**

**Education and/or Experience.** High School education; or valid GED. One to two years related experience or training; or equivalent combination of education and experience, is preferred.

**Physical Demands.** This position involves working at a computer for long periods and for basic office duties, including the ability to lift at least ten pounds on a regular basis.

**About FJS Distributors.** FJS Distributors is a dynamic and growing company. We have a strong reputation as a reliable appliance wholesale distributor for over 15 years. We're here to share our expertise and help take the confusion out of making appliance decisions for a home, apartment, or property. We specialize in ventless laundry solutions and complete kitchen suites for the multi-family housing industry, but also assist with specific appliance needs. Based in Duluth, we distribute our products nationwide.

**Compensation and Benefits.** Starting pay of \$22/hour (DOE). Benefits include health insurance, dental insurance, 401(k), and 401(k) match.

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