

City Desk (Entry Level) – Saint Paul, Minnesota

What began in 1913 as a small manufacturer of pipe insulation has grown into the number one choice throughout the country for virtually all insulations and accessories from pipes to HVAC to roofing products. Headquartered in St. Paul, Minnesota, MacArthur Co.'s huge selection of best-in-class products and our strong dedication to customer service has helped us become the preferred reseller for contractors around the country – many of which have been our customers for multiple generations.

MacArthur Co. is an employee-owned company. Therefore, when you work for us, you are more than a staff member—you are an owner. Our highly competitive employee stock ownership plan gives you a larger stake in your work and can help you retire in more comfort. MacArthur Co. offers competitive salaries and robust benefits packages, including 401k, health and dental insurance and again our employee stock ownership plan.

Job Description

City desk is the heartbeat of MacArthur Co. Saint Paul Branch. As one of the busiest branches in the company the inside sales area is a busy and fun environment. City desk personnel are constantly taking, tracking, and compiling customer orders. Along with hard work this person will be completing a team of three who work tirelessly in striving for the best customer service possible.

Responsibilities

- Support and backup outside sales staff
- Process orders and purchase needed inventory over the phone or in person
- Pull inventory for orders
- Schedule Deliveries
- Follow up and close open orders including payment processing
- Handle Outbound and Inbound calls
- Talking to vendors and sales representatives to negotiate customer pricing and shipping costs
- Communicating shortages of inventory to purchasing department

Required Qualifications

- HS degree or GED required
- Experienced in computer applications. Excel, Outlook, Word

- Prioritize and manage time efficiently
- Team Player who isn't afraid of leading
- Construction experience helpful
- Knowledge of Building Supplies like Roofing, Siding, & HVAC
- Experience of high volume inside sales/customer service
- Strong sales, verbal and written communication skills.
- Possess an energetic, outgoing, positive demeanor
- Self-Motivated Self Directed
- Must be detailed oriented and have the ability to multi task
- Must have knowledge of general units of measure and math

Employment Type

Entry Level Full time with working hours of Monday through Friday, 8am - 4:30pm

Benefits & Compensation

- Starting Compensation \$19-\$21/hr depending on experience
- Paid Time Off (PTO) – New Hires Start at 12 Days Per Year (prorated based off hire date for first year)
- Profit Sharing Stock Plan – Amounts to 10-20% of your Annual Pay
- 8 Paid Holidays Each Year
- Outstanding Benefits
- Great Medical Benefits
- Free Dental w/Enrollment of a medical plan
- 401k Investment Account – Includes up to 6% company Matching Contributions
- Employer paid Life & Disability Insurance
- Competitive Pay

To apply via email, please send your resume to CFerguson@macarthurco.com.

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