

**INSIDE SALES/WAREHOUSE
MINNEAPOLIS, MN**



At Dykman, we are all about providing solutions to our customers. We have a work hard, play hard attitude and care deeply about our customers and colleagues. Dykman is a relationship-driven company leading the industry with the most complete inventory of electrical motors, drives, controls and reducers in North America. We are on a mission to deliver exceptional service and we are looking for an enthusiastic, motivated, and passionate individual to join our team.

Our Inside Sales/Warehouse team is responsible for maintaining strong relationships with customers to troubleshoot and fulfill orders in partnership with our Outside Sales team. They provide customer solutions via telephone and e-mail, with the goal of long-term profitable growth through customer satisfaction and strategic partnerships. They are responsible for organizing and fulfilling orders in partnerships with our Outside Sales teams, and they ship and receive product, with the goal of long-term profitable growth through customer satisfaction and strategic partnerships. No experience is required for this position. Are you ready to join us?

Who You Are:

- Self-motivated - committed to excellence and providing it to our customers; you take ownership of everything you do
- Tenacious - you love to roll up your sleeves, dig in, and work hard
- Agile - you're adaptive and show resilience in a fast-paced, dynamic environment
- Organized – you're able to manage multiple tasks with attention to detail
- Collaborative - you're a team player and value open communication, fun and integrity, you're willing to work in other areas of operation if needed
- Technical - you're eager to learn and grow in an industrial electrical environment, able to learn new tasks quickly
- Solution-orientated - you're a good listener who can process issues and quickly problem solve
- Dependable and reliable – able to work some non-traditional hours in break down situations

What You'll Do:

- Prepare and submit quotes, purchase orders, and sales orders in Sage 100 ERP
- Work closely with the outside sales team to initiate & follow through with customer relationships to solve problems and get sales
- Listen to and identify customer needs
- Determine & present best product offerings based on customer needs, schedule, and budget
- Monitor order fulfilment and communicate potential problems or changes

- Proactively identify and resolve problems
- Determine and calculate product pricing and negotiate with customers
- Maintain customer & vendor relationships in person and on the phone
- Coordinate & schedule customer trainings, road shows, and lunch and learns
- Shipping - pick and prepare products and crates for shipping; load trucks, and record in the shipping log
- Receiving - unload trucks, document, organize and count stock
- Maintain a safe and clean work environment – sweep and organize warehouse and work area for orderliness at all times
- Prepare and deliver accurate documentation, in partnership with accounting
- Monitor order fulfillment and communicate potential problems or changes
- Proactively identify and resolve problems
- Coordinate and schedule shipments in partnership with the Inside Sales and Supply Chain teams
- Provide excellent customer service in person and on the phone
- Lift and carry product; operate a forklift and truck - valid driver's license required

Who We Are:

- We're a wholesale distributor of electric motors, drives, controls and reducers
- Servicing various industries including: Agriculture, Oil & Gas, Water/Wastewater, Timber, Food Processing, Mining, and more
- We stock 16 million dollars' worth of inventory across our 12 warehouses, including Toshiba, Yaskawa, Siemens, GE, TECO, US Motors, Benshaw, NORD, Eurodrive, and others.
- We are a culture of "Yes," we believe that there is a "yes" with every interaction, with a colleague, customer, or vendor. We empower our teams to make that yes happen.

Job Perks: (Full-time employees)

- Paid Flexible Time Off
- Paid Holidays
- Paid Healthcare
- Profit Sharing
- Health Savings Account
- Dykman is an EEO/W/M/VETS/DISABLED Employer
- Team oriented family-friendly atmosphere

Application Instructions:

1. Download application <https://dykman.com/wp-content/uploads/2020/06/Application.pdf>
2. "Position Applied For" = **107A-MIN Inside Sales/Whse**
3. Complete & submit application and resume to employment@dykman.com
 - a. Application must be submitted to this email in order to be considered for an interview