

Combs & Associates, Inc.

Manufacturers Representatives Architectural Doors, Frames, Hardware and Division 10

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Our Company: Combs and Associates is a manufacturer's rep agency that provides local sales and marketing services for fifteen manufacturers. Our territory includes Minnesota, North and South Dakota and Western Wisconsin. Combs and Associates currently has three employees: Bill and Paul who are co-owners of the business, and Rebecca (our current office manager) who will be leaving us in June.

Job Title: Inside Sales / Office Manager

This is a full time position, Monday through Friday, and the hours are flexible.

Salary Range: Negotiable

Job Description:

- Answer phones
- Distribute/file mail and manage e-mail correspondence
- Provide customer service for requests that come in by phone and e-mail
- Order and maintain inventory of office supplies, current literature, and samples
- Package/ship/mail misc. items – unpack & put away incoming deliveries
- Follow up on quotes and prepare reports for some of our manufacturers
- Price and quote jobs for selected manufacturers
- Enter monthly sales figures into Excel spread sheet
- Monitor job specifications on an online system and send form letters to architects for product approvals
- Advancement possibilities

Being a small company, we all need to be flexible, self-directed, and willing to pitch in with a positive attitude wherever needed to provide superior sales support for our manufacturers and customers.

Education/Experience:

A college degree is preferred. Some knowledge of the commercial construction product supply industry is a plus. Some knowledge of commercial doors, frames and hardware is also plus.