



**Job Title:** Customer Service Representative

**Job Location:** New Brighton Distribution Center (Twin Cities)

**Hourly Wage:** \$20 - \$22 (depending on experience)

Mars Supply is seeking a talented individual to join our Customer Service team. This position requires you to interact with customers, work with our ERP system and maintain knowledge of our website. Our ideal candidate is detail-oriented, organized, can work independently, and assist our customers in accordance with the high standards we value. If you seek a workplace that is family-owned, smaller in size, has excellent employee benefits and strong Core Values, then this might be the job for you!

**Duties Include:**

- Assist customers with requests and product questions by phone and web chat
- Manage open orders and quotes through a portal.
- Promote and demonstrate MarsSupply.com and assist customers with setup.
- Maintain and update customer contacts within our ERP system and web interface.

**Requirements and Qualifications:**

- Basic experience using Microsoft Excel and Word
- Strong communication skills
- Accuracy and attention to detail
- Ability to work independently and with a team
- Problem-solving skills

Mars Supply is a family-owned industrial distributor founded in 1924 in Duluth, MN. It currently has offices in Duluth and New Brighton, MN, and a wholly owned subsidiary in Virginia, MN. We are looking for someone who is interested in joining a growing company and embraces our Core Values of Excellence, Trust, Respect, Resourcefulness, and Teamwork.