



Job Title: Vending Specialist

Job Location: NBDC Branch/Remote

Salary: \$20-\$22/hr.

Mars Supply is seeking a talented individual to join our Supply Management Solutions (SMS) team as a Vending Specialist. This position requires analyzing and managing computerized reports that keep our industrial supply vending programs running at premier clients' locations, all with the touch of a button. Strong computer skills are a must! Our ideal candidate is detail-oriented, can adhere to daily deadlines, work independently, and assist our customers in accordance to 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:

- Manage all daily vending machine ordering/inventory processes
- Analyze data research and maintain/create spreadsheet reports
- Assist customers and Project Managers with solving vending issues
- Create and maintain Standard Operating Procedures (SOPs) for SMS processes

Requirements and Qualifications:

- Intermediate experience using Microsoft Excel and Office 365
- Knowledge of industrial supplies preferred
- Strong mathematical and communication skills
- An understanding of managed vending processes
- Accuracy and attention to detail
- Ability to work independently and with a team

Founded in 1924, Mars Supply is a family-owned regional distributor of industrial supplies and equipment. Mars represents great brand names like 3M, Honeywell, Stanley Tools and hundreds of other market leading companies. We have 2 locations, Duluth and New Brighton, MN. Our primary customers are foundries, the timber and mining industries, manufacturing and machine shops. Our field sales and customer service teams are well known for their expertise and “can do” attitudes ----- as the saying goes, “The Best Service on Earth Comes From Mars!”