

ATEK Distribution

Customer Service Representative

ATEK Distribution is a wholesale electrical distributor providing products and services that support electrical contractors and end users with solar, LED Lighting, EV Charging, and a full range of electrical components. We are based in Golden Valley, MN and have customers throughout the United States. We offer a competitive compensation and benefits package. As a relatively new distributor, joining us on the ground floor can present future advancement opportunities as we grow. Our goal is to build trust and empower employees to achieve their best. At ATEK, you will have the opportunity to develop professionally, grow personally and have the flexibility to balance your life's priorities.

Primary Responsibilities:

- 1) Customer service duties include:
 - Waiting on (walk-in) customers
 - Assist customers in determining their order requirements as needed
 - Sell products/services, up-sell when other products benefit the customer
 - Recommend alternate products if requested product not available
 - Keep up-to-date on market trends, product/technology trends
 - Provide backup for inside/outside sales representatives and warehouse personnel
 - Process returns
- 2) Warehouse duties include:
 - Maintain orderly product stocking
 - Receive, unload, label, and stock inbound product
 - Pick, pack and ship customer orders
 - Coordinate scheduled pick-ups with freight carriers
 - Maintain a clean, organized facility
 - Conduct physical inventory counts of stock as requested
 - Operates forklift as necessary
 - Maintains safe working environment following rules in the Safety Program
 - Other duties that may be assigned by management

Qualifications:

- 1) High school diploma or equivalent
- 2) Minimum six months related experience and/or training or equivalent combination of education and experience.
- 3) Electrical component knowledge or capacity to learn
- 4) Wholesale electrical product application and sales experience preferred, but not required.
- 5) Forklift operator certification
- 6) Strong computer skills
- 7) Organized self-starter, detail-oriented, customer focused, and organized.

We are an equal opportunity employer and committed to a diverse workforce.

Reply to jeff.anderson@ATEKdistribution.com or call 612-454-0042.