

City Desk/ Inside Sales – Fargo, ND

What began in 1913 as a small manufacturer of pipe insulation has grown into the number one choice throughout the country for virtually all insulations and accessories from pipes to HVAC to roofing products. Headquartered in St. Paul, Minnesota, MacArthur Co.'s huge selection of best-in-class products and our strong dedication to customer service has helped us become the preferred reseller for contractors around the country – many of which have been our customers for multiple generations.

MacArthur Co. is an employee-owned company. So when you work for us, you're more than a staff member—you're an owner. Our highly-competitive employee stock ownership plan gives you a larger stake in your work and can help you retire in more comfort. MacArthur Co. offers competitive salaries and robust benefits packages, including: 401k, health and dental insurance and again our employee stock ownership plan.

Job Description

We are seeking a City Desk/ Inside Salesperson.

Responsibilities

- Working at City Desk helping walk in customers
- Taking incoming calls/ emails
- Helping to Coordinate Deliveries/ Returns
- Assist in maintaining inventory levels
- Coordinate orders with vendors
- Reviewing orders for accuracy in pricing & Qty's
- Support Branch Manager & Outside sales staff

Required Qualifications

- Excellent customer service/ communication skills
- HS degree or GED
- Experienced in computer applications
- Experience in inside sales/ customer service
- Building materials knowledge experience
- Strong sales, verbal and written communication skills
- Must be detail oriented and possess excellent organizational and time management skills

Preferred Qualifications

- Construction experience is helpful

Serving The Construction Industry Since 1913

- Commercial roofing, Residential roofing/ Siding/ Windows, HVAC insulation knowledge
- Self-motivated, and enthusiastic about our business

Employment Type

Full Time

Benefits & Compensation

- Paid Time Off (PTO) – New Hires Start at 12 Days Per Year
- Profit Sharing Stock Plan – Amounts to 10-20% of your Annual Pay
- 8 Paid Holidays Each Year
- Outstanding Benefits
- Great Medical Benefits - HealthPartners Network and low premiums
- Free Dental
- 401k Investment Account – Includes Matching Contributions
- Employer paid Life & Disability Insurance
- Competitive Pay

To Apply

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