



COMPANY SUMMARY

Modern Machinery is celebrating **75** years in business in the Pacific Northwest! We sell, rent and service high quality heavy equipment while providing exceptional customer service and product support to our customers. Modern Machinery is committed to our core values and creating a safe working environment for all our employees. For more information about our company, please visit our website at www.modernmachinery.com

POSITION SUMMARY

This position will report to the Parts Manager in the Kent, WA branch. The Parts Counter Sales position is full-time, Monday-Friday with hours of 8am-5pm and overtime as needed. This position provides exceptional customer service and support to all customers and Product Support Sales Representatives and requires the applicant to excel in a team environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- This position entails getting requests for sales and quotes from customers and communicating the information back to the customer. The request can come in a variety of ways including in person, phone calls, fax and email. The position also entails communications with manufacturers and distributors. Those communications can also happen in person, phone calls, fax and email.
- Actively manage current orders and communicate status to the customer.
- Process paperwork including invoicing to customers and matching of invoices to purchase orders.
- Ability to use a computer to retrieve customer information, stock status information, the status of purchase orders, and to make changes on customer orders.
- Assist and provide support to Modern's Product Support Sales Representatives (PSSR'S).
- Coordinate with Credit Department concerning credit status of customer's account.
- Will be required to operate a fork lift to load and unload items.
- Must be able to lift 50-75 lbs. in a safe manner and utilize ladders for items that are off the floor.
- Will be required to assist with warehouse duties as needed.

QUALIFICATION AND REQUIREMENTS:

- Ability to provide exceptional service to all customers, manufacturers, distributors and co-workers.
- Ability to communicate effectively both verbally and written with customers, manufacturers, distributors and co-workers.
- Must have the ability to multi-task.
- Perform other related duties as assigned.

DESIRED EDUCATION AND/OR EXPERIENCE:

- High School Diploma or GED
- Basic computer knowledge
- Previous parts experience is helpful but not required

BENEFITS OFFERED:

- Medical, Dental Vision & Prescription Insurance
- Preventive Insurance Coverage
- 401k/Roth Retirement Savings Plan with Company Match
- Paid Time Off (Vacation, Sick, Holiday & Bereavement)
- Wellness Program
- Gym Membership Reimbursement Program
- Profit Sharing Program
- Company Paid Life Insurance
- Company Paid Disability Benefits
- Family Scholarship Program
- Employee Assistance Program

Modern Machinery is an Equal Opportunity Employer