

Cutting Tools Specialist**Location: USA****Company: Quadco USA**

Supervisor: VP Cutting tools, Keith Hicks

Working Conditions: Full-time – 40 plus hours/week. Some Saturdays for forestry shows.

Requirements:

Education: High School Diploma,

Experience: 1+ year experience

Qualifications/qualities :

- ☐ Very Positive
- ☐ Being Flexible in different jobs functions (KEY)
- ☐ Good Clear Phone Voice
- ☐ Customer Service Experience
- ☐ Fluent in Spanish a plus
- ☐ Microsoft Office & (Acrobat Adobe Design a plus)

Functions : (not limited to)

- ☐ Daily Mail and deposits of Checks
- ☐ Inside Sales Support
 - o Quotes
 - o Freight Quotes
 - o Salesforce
 - o Status of Orders
 - o Order acknowledgements
- ☐ Sales Reports orders vs. B/O
- ☐ Intercom Responses (Website requests)
- ☐ Show Planning

o Booking Hotels, booths, etc.

☐ **Bulletins**

- o Updating Parts Bulletins
- o Updating / Creating Cross References
- o Email Blasts

- ☐ New Products
- ☐ Technical info
- ☐ Sales Specials

☐ **Social Media Reviews**

- ☐
- Able to go to Trade shows, travel, flexible work schedules.

Backup Role

- ☐ Attachment Quotes
- ☐ Process Attachments Orders

Benefits

We offer a competitive base salary, 401K, health & dental Insurance, long-term disability, life insurance.

If you are interested in this position, please send resume to: info@quadco.com or sent it to Alana Beaulieu,

VP Human resources, abeaulieu@quadco.com