



831 40th Ave NE  
Columbia Heights, MN 55421  
763-781-9312

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# OPE & Arborist Sales Associate

Feb. 22, 2024

## OVERVIEW

The sales reps are responsible for the sale of new and used outdoor power equipment along with knowledge of and sales of arborist equipment. You will conduct sales within the store, build relationships with customers, and help them identify what parts may be needed to keep their machines operating smoothly. You will be expected to establish customer relationships while promoting all aspects of Minneapolis Saw Inc..

Full Time: 40 hours

Pay: Starting at \$18 and up

Schedule: Monday-Fridays, occasional Saturday

Work Environment: In-person

Benefits: PTO, Health Ins., 401K

## JOB DESCRIPTION

1. Sell and quote products to customers in person, on the phone and via email. Work with customers to make sure they are getting the right product for their application. Suggest alternatives and/or additional “add-on” items during the sales process.
2. Work with a computer system (Softbiz) for entering orders, quotes, and checking product availability/pricing.
3. Look up parts for customers in store and over the phone. Be familiar with where to find parts diagrams, basic parts within OPE and order/pull parts for customers.
4. Check in equipment. Write up work orders for the technicians to have a general idea what is wrong with the customer's machine. Take photos of model and serial numbers of each

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customer's machine and add them to the work order, tag up the machine. Check out equipment when customers come to pick up their equipment.

5. Handle cash and credit card transactions for customers not on account.
6. Check in parts/packages for work orders, store inventory and special orders. Price floor inventory and put away either on the floor or in backstock.
7. Study and stay current on new product bulletins and catalogs. The job might require reading specifications and providing submittals on specified products.
8. Maintain the sales floor inventory: stock the arborist gear and equipment sold that day/
9. Have a basic understanding of our arborist equipment to best support climbers looking to maintain and upgrade their gear.
10. Pull orders, package products, lift heavy items, work outside, and work indoors.
11. Perform other duties as requested by the manager or supervisor.

## **WE ARE LOOKING FOR**

- Written and verbal communication skills
- Strong organizational skills
- Excellent customer follow-up and responsiveness skills, people-oriented
- Ability to prioritize between several tasks and is flexible.
- Able to work in a fast pace environment
- Lift 50+ lbs

## **PREFERABLY LOOKING FOR**

- High school diploma or equivalent
- Experience in outdoor power, arborist equipment or similar industry, e.g. lawn maintenance, landscaping, snow removal, forestry etc.
- Counter or retail sales: 2 years (Preferred)

This position offers an hourly wage starting at \$18 and up, with yearly bonuses based on performance. You will receive thorough training to kick-start your career. Minneapolis Saw Inc. employees who demonstrate high performance and commitment will have the opportunity for career development and advancement within sales.