SALES ADMINISTRATOR

POSITION: Dynamic, outgoing, organized individual who serves as a liaison between Sales, Manufacturing, Engineering, Purchasing and the Customer. Assist the sales team in the completion of tasks for various new business opportunities. Conduct market research identifying potential customers for certain market segments. Prepare price approvals and quote letters. Lead communications of customer orders internally and externally. Drive aftermarket sales opportunities.

REQUIREMENTS: Position requires technical office administration degree or equivalent office experience, preferably in a manufacturing environment. Strong organizational and project management skills. Demonstrated knowledge of Microsoft Office products. Proficiency in Photo Shop is desired. Strong communication and reporting skills. Desire to advance into an Account Manager position is welcomed.

THE COMPANY: Established in 1976, McMillan Electric Company is a privately held, high volume manufacturer of electric motors and generator part sets. Strategically located 40 miles from the Twin Cities of Minneapolis and St. Paul in Woodville, Wisconsin, we partner with OEM customers to provide custom solutions for use in air moving, pump and compressor, HVAC and fitness industries.

CORE VALUES: McMillan Electric believes strongly in four core values: Integrity, Excellence, Positive Attitude and the ability to be a Doer. If you share these values, we welcome you to join our team!!!

COMPENSATION: Highly competitive salary range that considers education, training, and experience along with a generous benefits package and profit sharing.

Please send your resume to Christine Penfield, HR Manager at: [cpenfield@mcmillanelectric.com](mailto:cpenfield@mcmillanelectric.com)

THANK YOU for your interest in McMillan Electric Company – We look forward to meeting you.

Equal Opportunity Employer

Post Offer Drug Testing

