



Position: Branch Support (Minneapolis Branch)

Location: Roseville, MN
Reports to: Minneapolis Branch Manager
Classification: Full-Time/Non-Exempt
Schedule: Monday through Friday, 9:00am to 6:00pm

Advantage currently seeks Branch Support to assist with branch operations and to provide exceptional customer service at its Minneapolis Branch location. Primary job functions would include assisting walk-in customers of the branch, answering incoming customer calls and processing orders, packing and preparing orders for shipment, and receiving incoming products and materials. This individual reports to the Minneapolis Branch Manager. This is a full-time, hourly position. Hours would generally be 9:00am to 6:00pm, Monday through Friday.

Primary Job Duties:

- Wait on walk-in customers; process payments and load customer purchases, if necessary
- Promptly answer incoming calls and process customer orders using computer system
- Assist customers in product selection decisions
- Provide customers with material quotes
- Update database with current customer information
- Pack and prepare customer orders for shipment
- UPS/FedEx software is to be understood and used effectively
- Receive incoming products and materials
- Load and stock warehouse shelves from vendor shipments, record for inventory tracking
- Process product returns
- Tape cutting
- Reroll vinyl products
- Maintain petty cash box
- Keep the branch and warehouse clean and safe
- Provide backup for local delivery, as needed
- Perform other related duties as required

Skills Required/Physical Demands:

- Computer proficiency
- Attention to detail for processing customer orders
- Ability to occasionally lift up to 85 lbs.
- Ability to regularly lift up to 40 lbs.
- Standing up to 4 hours at a time
- Driver's License, excellent driving record

Education and/or Experience

- High School Diploma
- 1-2 years customer service experience required
- 1-2 years of prior inventory and warehouse experience strongly preferred
- Some college or college degree preferred

Work Environment

- Warehouse
- Some office
- Some driving (delivery driving to customer locations), as needed.

Interested applicants please submit a cover letter and resume via email to HR@advantagesgs.com or by fax to 616-656-8103.

Equal Opportunity Employer

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