

Mike Brothers Emblematic Solutions, LLC  
3848 Featherstone Drive  
Woodbury, MN 55125  
PPAI Supplier Member #342444

Position Title: Account Manager / Customer Service

Type: 30 hours to start, and progress to 40 hours

Wage: \$17/hour to start. Wage & benefits to progress as experience is gained

Job Function: administrative

Education Requirement: College or Technical college business degree preferred

Mike Brothers, LLC is a small family owned company located in Woodbury, MN. Since its inception 10 years ago, Mike Brothers has strived to become a leader in the promotional products industry specializing in custom-made lapel pins, embroidered emblems, coins, lanyards, silicone wristbands and many more! Mike Brothers is looking for a candidate who is interested in working in a small fast-growing business. This position has potential to grow into full-time based on performance and ability.

Job Tasks Include:

- Receive and inspect quality of import shipments. Package and process customer shipments using UPS and FedEx online software. Must be able to lift 50~70lbs
- Data entry of customer purchase orders with QuickBooks software and correspondence with import factories using Filemaker Pro.
- Interact with clients via telephone and e-mail.

Qualifications Include:

- Willingness to learn and grow with the business
- Ability to multi-task, and strong organization skills
- Strong and pleasant communication skills
- Attention to meticulous detail
- Self-starter, energetic
- Willingness to learn and contribute to the growth of the business
- Preferred proficiency in Excel, Word, Outlook, Adobe Illustrator, Photoshop, QuickBooks

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