

Inside Sales Position

Minuteman Press is looking for a full time Inside Sales Representative. We are seeking an individual who is a quick learner, has great attention to detail and is able to complete multiple concurring tasks in a timely fashion. Applicant must possess sales aptitude, excellent communication skills, computer skills and be able to learn our print software at a fast pace. This position has both Sales Responsibilities and Customer Service Responsibilities.

Daily job functions include but are not limited to:

- Provide customers with product and service information
- Up-selling products and services
- Identifying, researching, and resolving customer issues
- Following-up on customer inquires
- Creating estimates
- Processing orders
- Proofreading documents before sending proofs to clients or documents to press
- Filing
- Cleaning
- Client follow-up/phone calls
- Internet product searches
- Vendor price negotiations

OVERVIEW OF THE COMPANY

Minuteman Press started as a quick printer producing business cards, letterhead, envelopes, short runs of flyers and such. Over the years we have grown into a Commercial Printing Company handling all levels and types of printed materials. We have never walked away from our roots and continue to handle accounts of all sizes from \$100 a year to \$100,000 a year.

Qualified applicants may send resume through “send a file” on this website or via email to employment@mmp Toledo.com.