



JOB POSTING

Would you like to be part of one of the largest photo, video, audio and printing specialty stores in Central Ohio? **Midwest Photo** is a family-run business with a goal to provide quality products and service to our customers. Our Company's reputation is built on excellent service, treating our customers with extraordinary care and providing quality products that exceeds our competitors.

Midwest is searching for a fulltime energetic, customer-service driven **Commercial/EDU/Govt Support Associate**. This position is responsible for assisting the Company in continuing to grow while maintaining a satisfied customer base. If you enjoy meeting and communicating with current and potential customers/vendors regarding orders, and ensuring that questions, requests for quotes, and other similar matters are responded to quickly; this is the job for you! Extending "white glove" treatment to all Midwest Photo customers and building strong relationships are paramount to us.

Responsibilities and Duties:

1. Provide outstanding customer service during every contact with customers/vendors.
2. Keep track of open status on existing orders, backorders, and customer quotes.
3. Seek out new business with studios, law enforcement, fire safety and a variety of other industries.
4. Seek new business with public and private colleges and universities in the continental United States to create new relationships and/or continue a previously established agreement.
5. Keep commercial clients in touch with colleges and universities that educate students with the technical knowledge they require.
6. Seek out new business opportunities through various established methods at public and private high schools, joint vocational and technical schools. Participate in educational workshops such as SKILLS, PPA student competition(s), Advisory Boards, and more.
7. Visit schools to maintain relationships with the instructors; conduct annual demos with new products to showcase new opportunities for enhancement to the current program.
8. Identify the needs of each customer after visiting and make suggestions for new products.
9. Identify safer way for commercial customers to operate various equipment and tools.
10. Strive for accuracy in all daily activities of accounting, inventory, product knowledge, etc.
11. Assist the Purchasing Manager with billing and past due invoices.
12. Maintain professional and technical knowledge by reviewing professional publications, establishing personal networks, and participating in online training and workshops.
13. Other duties as assigned.

Desired Qualifications:

1. 2+ years of sales experience required. Sales related to cameras/video production preferred.
2. Experience with POS software (CounterPoint) preferred.
3. Familiarity with photo, video, and audio equipment preferred.

Desired Skills and Abilities:

1. Excellent written and verbal communication skills.
2. Manage time effectively and ability to work independently with minimal oversight.
3. Sales and Marketing knowledge of the principles and methods for showing, promoting, and selling products or services.
4. Demonstrate ability to perform as a team member.



Minimum Requirements:

1. A high school diploma or GED required.
2. Skilled with Microsoft Word, Excel, Outlook, Photoshop, and third-party POS websites.
3. Must be able to lift up to 50 lbs. on a regular basis.
4. Valid Driver's License required.
5. Experience driving large trucks/vehicles and towing equipment.

Working Environment: This position will require travel up to 30% of the time. This position will work in an Office environment with intermixed off-site visits to potential and existing vendors/clients. This position will include working at a computer, sitting at a desk, answering phone calls and emails up to 80% of the time.

Compensation and Benefits: Competitive salary plus bonuses! Comprehensive benefit package includes Health, Dental, Vision Insurance, and 401-K available. Other great benefits such as Creative Day, Darkroom Day, free rentals, employee discounts, free Learning Studio classes, and consistent training direct from the manufacturers make this a fun place to work.

Join the Midwest team today and enjoy a wonderful atmosphere working with a knowledgeable team of professionals.

PLEASE NOTE THAT WE ARE PARTNERING WITH GO-HR TO FILL THIS POSITION. Any inquiries to Midwest Photo will be directed to GO-HR at info@go-hr.biz.

Midwest Photo is an Equal Opportunity Employer and does not discriminate in employment activities based on any protected class. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee. Employment at Midwest Photo is at-will; this job description does not constitute a contract of employment.