



## **Customer Service/Administrative Assistant**

Midland Technologies has a part-time Customer Service/Administrative Assistant position available at our Rogers, MN facility. This position will be responsible for processing quotes, incoming orders, shipments, communicating with customers to understand their needs to ensure a smooth sales process, data entry and general administrative support.

Midland is the North American headquarters of Lethiguel, a French company that provides products and services to the foundry industries worldwide.

### **Ideal candidate would possess the following skillset:**

- Experience as a customer service representative
- Demonstrated willingness to learn and grow professionally
- Mechanical aptitude and willingness to learn technical products
- Excellent communication skills -- listening, verbal and written
- Good organizational skills and the ability to multitask
- Exceptional customer service skills
- Strong Attention to Detail

We are extremely flexible with the work schedule - work hours are Monday – Friday 7:00 am – 3:00 pm (Fridays in the summer we generally close at 2PM). Looking for approximately 16 -20 hours per week – 4 days a week would be ideal - \$18.00 - \$20.00 per hour.

Please submit information via email to: [brendaf@midlandtechnologies.com](mailto:brendaf@midlandtechnologies.com)