



# Customer Service Representative

Mission Controls & Automation is a Value-Added wholesale distributor specializing in Electrical Motor Controls and Automation products for the industrial markets. Besides selling components we also design and build custom control panels in our UL508A on-site panel shop. In addition we also are a Systems Integrator. Mission has been in operation for 32 years and is locally owned with headquarters in San Antonio and an office in Corpus Christi.

We are seeking candidates for a sales entry position who can demonstrate the willingness and desire to provide the utmost in customer satisfaction. You must be able to multi-task and be ready for whatever comes your way. You'll work not only with customers but also with our outside sales team, panel shop, and automation group.

Duties and responsibilities:

- Process entry of new orders
- Source and procure special items
- Fast turn-around of RFQ's
- Expediting
- Managing customer calls
- Establish customer relations
- Work closely with Outside Sales Reps. – Warehouse – Panel Shop – Automation Group
- Some counter sales
- Be respectful and cordial with your co-workers, vendors, and customers
- Possess good communication skills – orally and written
- Have good organizational skills

Once on board we will begin our training program. You'll learn how the distribution business works and about our products. People who succeed in business are the ones that apply themselves and spend extra time learning to achieve their goals.

Mission offers excellent pay and benefits:

Salary + Commissions

401K - Match up to 4 percent

Paid Vacations & Holidays

Sick Leave

Health Insurance

Vision & Dental

Life Insurance