EMPLOYMENT OPPORTUNITY
Pingree Grove, IL

Position/Title	**Government Sales Representative**
Reports to	Vice President of Sales

Job Duties/Responsibilities

1. Negotiate government contracts
2. Quote federal, state and local bids
3. Assist customers in product selection requirements
4. Set up and maintain contracts
5. Interpret government, military and federal specifications
6. Review contract terms with internal departments
7. Verify compliance with government regulations and identify risks
8. Handle customer returns, warranty claims and complaints
9. Organize and follow up of government mailings
10. Other duties as the Vice President of Sales deems appropriate

Experience, Education and Skills Needed

1. Full understanding of GSA Contracts
2. Two years experience with Federal/State/Local contracts
3. Excellent communication/listening skills
4. Detail oriented
5. BS with Sales/Marketing concentration

Interested individuals should submit resume to Kathy Duffy:

Phone: 630-570-2394
Fax: 847-683-5121
duffy.k@minutemanintl.com

We are an equal opportunity employer and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law.