

Denco Sales is a wholesale distributor of equipment and supplies used by visual communications providers including sign manufacturers, digital printers & screen printers.

The Administrative Services Manager will coordinate and direct supportive services for the Branch and allocate work assignments to ensure operating efficiencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Build Strong customer relations, loyalty and retention through exceptional customer service.
- Utilize computer system to assist with order entry, pricing, availability and alternate product selection.
- Phone answering on the first or second ring in the Branch whenever possible.
- Place orders and resolve pricing situations encountered during customer transactions using current sales policies.
- Refer customers to internal/external resources when the need arises.
- Office Manager Duties to include - All Branch daily paperwork and Banking duties.
- Serves as liaison for customer service with other departments and job functions for successful organizational improvement.
- Other duties as requested by management

Skills and Competencies

- Proven strong computer aptitude in a Windows environment with advanced skills in Excel
- Excellent organizational skills
- Proven ability to prioritize heavy work volume and work in fast paced environment
- Must type a minimum of 45 wpm

Education and/or Experience Preferred

- Proven strong computer aptitude in a Windows environment with advanced skills in Excel
- Excellent organizational skills
- Proven ability to prioritize heavy work volume and work in fast paced environment
- Must type a minimum of 45 wpm
- High school diploma. 1-3 years office management experience, 2-3 years customer service experience and 1-2 years sales experience is preferred.

BENEFITS

Full-time employees are eligible for Medical, Dental, Vision, Life Insurance, Flex Plan and LTD after successful completion of 60 DAYS. PTO benefit accrual at 90 days.

Full-time and Part-time employees are eligible for the 401k Plan after 60 days.

Apply today to express your interest in our great organization! Please submit your resume and salary requirements [here](#) or fax to 303-209-4299.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER