

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

The Equipment Support Coordinator will coordinate and direct supportive services for the Tech Team. This position will be required to work Monday – Friday 6 am – 3 pm EST

Responsible to act in accordance with the policies signed on the first day of employment.

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

- Support Sales Reps with completing & processing Equipment Orders located in assigned Region.
- Build strong relationships with the sales teams through developing an understanding of the sales process and occasionally attending Sales Team Meetings as requested by Management.
- Receive and review quotes and all associated forms for completeness and accuracy
- Input and maintain equipment orders, software and supply products within SXE. Ensure customer's approval and payment have been received; (including cash orders, ACH Payments, checks)
- For equipment orders involving demos, exchanges, trade-ins or loaners, coordinate with both the Credit and Purchasing departments for additional paperwork & documentation needed from customer.
- Coordinate with both the Customer and Credit department in securing the proper documentation for the various States' tax exemptions.
- Process additional paperwork for orders being funded by either Banks or Leasing companies.
- Coordinate with the Credit department in establishing new accounts within SXE related to equipment and software orders

#### Job Requirements:

- Sign industry experience or wholesale distribution experience a Plus!
- Excellent people skills, and able to work as part of a team
- High school graduate, 2 to 4 year college graduate preferred
- Must have excelled organizational skills
- Ability to communicate with all levels of the organization
- Resourceful, highly dependable, efficient and detail oriented
- Proficient in Microsoft Excel, Outlook 36
- 3 to 5 years previous project admin, admin asst or customer service experience
- Must be able to lift up to 25 lbs on an occasional basis

#### **BENEFITS**

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

Full-time and Part-time employees are eligible for the 401k Plan  
Paid Holidays, Business Casual Dress

Apply today to express your interest in a great organization!! We look forward to hearing from you! Please respond [here](#) with your resume and salary requirements