

**SALES SUPPORT & WAREHOUSE
CENTENNIAL, COLORADO**



Dykman is all about solutions. We are enthusiastic, motivated and passionate people who absolutely love what we do. We work hard and play hard. We care deeply and we win.

Dykman is a wholesale distributor of electric motors, drives, controls, and reducers. Our team is on a mission to deliver exceptional service and we are looking for motivated people to join us.

Our Sales Support & Warehouse role is responsible for organizing and fulfilling orders in partnerships with our Inside and Outside Sales teams. They are the first line of communication when our customers call in and provide customer solutions via telephone, e-mail, and order fulfillment both in the office and warehouse.

Who You Are:

- Self-motivated - committed to excellence and providing it to our customers; you take ownership of everything you do
- Tenacious - you love to roll up your sleeves, dig in, and work hard
- Agile - you're adaptive and show resilience in a fast-paced, dynamic environment
- Organized – you're able to manage multiple tasks with attention to detail
- Collaborative - you're a team player and value open communication, fun and integrity, you're willing to work in other areas of operation if needed
- Technical - you're eager to learn and grow in an industrial electrical environment, able to learn new tasks quickly
- Solution-orientated - you're a good listener who can process issues and quickly problem solve
- Dependable and reliable – able to work some non-traditional hours in break down situations

What You'll Do:

- Prepare and submit quotes, purchase orders, and sales orders in Sage 100 ERP
- Initiate & follow through with customer relationships to solve problems and get sales
- Determine & present best product offerings based on customer needs, schedule, and budget
- Shipping - pick and prepare products and crates for shipping; load trucks, and record in the shipping log
- Receiving - unload trucks, document, organize and count stock
- Monitor order fulfillment and communicate potential problems or changes
- Proactively identify and resolve problems
- Maintain customer & vendor relationships in person and on the phone



Who We Are:

- We're a wholesale distributor of electric motors, drives, controls and reducers
- Servicing various industries including: Agriculture, Oil & Gas, Water/Wastewater, Timber, Food Processing, Mining, and more
- We stock 16 million dollars' worth of inventory across our 12 warehouses, including Toshiba, Yaskawa, Siemens, GE, TECO, US Motors, Benshaw, NORD, Eurodrive, and others.
- We are a culture of "Yes," we believe that there is a "yes" with every interaction, with a colleague, customer, or vendor. We empower our teams to make that yes happen.

Job Perks:

- Paid Flexible Time Off
- Paid Holidays
- Paid Healthcare (Full-time employees)
- Profit Sharing
- Flexible Spending Account
- EAP (Employee Assistance program)
- Dykman is an EEO/W/M/VETS/DISABLED Employer
- Team oriented family-friendly atmosphere

Application Instructions:

1. Download application <http://www.dykman.com/About/Careers.aspx>
2. "Position Applied For" = **54A-DEN Office Worker**
3. Complete & submit application and resume to employment@dykman.com
 - a. Application must be submitted to this email in order to be considered for an interview