



Wiseco Performance Products

Job Summary

Company

Wiseco Performance Products

Location

Mentor, OH 44060

Industries

Manufacturing - Other

Job Type

Part Time

Employee

Years of Experience

Less than 1 Year

Education Level

High School or equivalent

Career Level

Entry Level

Distributor Sales Support Associate

About the Job

Since 1941, Wiseco has been a world-class manufacturer of the finest after market pistons available. There is a great deal of pride and quality that comes with this brand and this statement is further proven by the endless championships won with Wiseco performance products.

Today, Wiseco's corporate headquarters has evolved to over 150,000 square feet of state-of-the-art forging and CNC equipment. From a fully stocked warehouse, to an in house research and development lab equipped with the latest technology, every inch of Wiseco screams high performance.

We are a high performance company looking for high performance employees. If you want to join a successful team, we have an immediate opening for a Distributor Sales Support Associate. This position is a key member of Wiseco sales team. This position will work as a member of the sales team to assist with processing distributor orders as well as other special requests as they arise. They will work closely with the entire sales staff, and other Wiseco departments to service all current and potential sales objectives and customer needs. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential job duties include:

- Order entry support via: fax, email, internet MAS 500 (daily)
- Process backorder inquiries, investigate pricing discrepancies, track shipments, order confirmations
- Input customer orders as well as coordinate shipments and filing.
- Contributes to 'team effort' by supporting sales goals and objectives

- **Requires excellent attendance and timeliness**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required to perform this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum qualifications for this position include:

- **High school graduate or GED**
- **Six months of related work considered a strong plus**
- **Experience considered advantageous include;**
 - **Sales / customer account management**
 - **Product line coordinator**
 - **Project management**
 - **Power sports enthusiast and/or racing experience**
- **Microsoft Office literate: Outlook, Word, PowerPoint. Strong background in Excel. Ability to learn MAS 500.**
- **Strong planning, analytical thinking, and excellent time management skills with the ability to handle multiple projects and priorities at one time.**
- **Excellent interpersonal and communication skills, both verbal and written.**
- **Excellent organizational and project management skills.**

Qualified candidates should submit their resume along with a cover letter to jobs@wiseco.com Please reference job opening 007 in the subject of the e-mail. Only applicants that include salary history/requirements will be considered.

Wiseco is an Equal Opportunity Employer

Contact Information

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