



---

2600 Fernbrook Lane, Suite 100 • Plymouth, MN 55447  
PHONE (763) 559-5590 • FAX (763) 559-2215  
TOLL FREE (800) 328-3360

## IMMEDIATE OPENING

**Position:**

Bid Consultant/Phone Order Associate

**Job Description:**

Based upon business volume, employee's job function will be split between the following areas: Bid Consultant - responsible for the preparation of bids, contracts, phone quotes that will increase sales yet maintain profitability; Phone Order Associate - take orders from our customers professionally and efficiently.

**Qualifications:**

Strong math background (prior experience in a purchasing or bid processing environment is a definite plus); sound application knowledge of gross margins; good computer & 10-key skills are required; and be well organized and detail-oriented.

**Benefits:**

- 24 hr personal time upon hire
- 40 hr vacation time following 6 months
- 9-1/2 paid holidays upon hire
- Medical/Dental/Vision Insurance at affordable self-funded premium rates available following 90 days of hire.
- Company Paid Life Insurance & Short Term Disability Insurance available following 90 days of hire.
- 401K Employee/Employer Match following one year
- Bonus Program based on achievement of annual financial goals upon hire
- Tuition Reimbursement available following 90 days of hire.
- Position is considered an entry pay level grade 3 – discussed only upon interview

**Send Resumes to:**

Carla King, Office Manager/Human Resources

Phone: 763-551-2120

FAX: 763-559-2215

Address: 2600 Fernbrook Lane, Suite 100, Plymouth, MN 55447

Email: [carla@triarcoarts.com](mailto:carla@triarcoarts.com) (use only for follow-up contact after submitting resume)

Triarco Arts & Crafts, LLC is proud to be an equal opportunity employer.

**EVERYTHING YOUR IMAGINATION NEEDS  
SERVING YOU SINCE 1946**