



# FRONT OFFICE SALES

MONTANA CANVAS, located in Belgrade Montana is currently hiring a Full Time Front Office Sales assistant. MONTANA CANVAS, located in Belgrade Montana is currently hiring a Full-Time position in our Front Office / Retail Showroom.

Job duties include, but are not limited to:

- Answer all incoming phone calls in a professional manner. Directs calls to appropriate person internally as well as resolve as many of the calls as possible.
- Professionally contact customers via phone or email on order status.
- Ability to sell and answer product related questions.
- Strong computer skills needed with preferred experience in Microsoft Office, Outlook, Word, and Excel.
- Ability to learn SAGE100 operating software to process Quotes, Sales Orders, Work Orders, and EDI orders.
- Responsible for Inventory entry and tracking.
- Ability to process all incoming and outgoing orders.
- Shipping and receiving of mail letters and packages.
- Must be able to accurately process all forms of payments.
- Overall strong communication skills with willingness to learn NEW things!
- Must be able to lift 50 lbs when delivering and receiving products.

The position offers excellent opportunities for employee advancement and wage compensations for the right qualified candidate. **Starting wage is \$17 to \$20 DOE plus monthly Bonus!** Full time employees qualify for a complete benefit package including:

- Paid Time Off (PTO)
- Paid Holiday's
- 401K with employer matching up to 4%.
- 70% Employer paid Health and Dental plans
- 100% Employer paid Vision and Aflac policy!
- Employer paid Life Insurance policy
- Monthly Bonus!
- Employee discounts and personal project perks
- Overtime available in season

Full Time hours are Monday through Friday 8 am to 5 pm. Come join the Montana Canvas team!  
Montana Canvas is an equal opportunity employer.

REFERRAL INSTRUCTIONS:

For immediate consideration please apply in person at 110 Pipkin Way, Belgrade, MT 59714, during business hours Monday – Friday 8:00am to 5:00pm.

For more information please contact us at [info@montanacanvas.com](mailto:info@montanacanvas.com) or 800-235-6518.