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|  | **Tessman Company****1300 Sylvan Street****St. Paul, MN 55117**[**www.tessmanseed.com**](http://www.tessmanseed.com)**(651) 487-3850** |

The Tessman Company is a successful family-owned Green Industry distributor located in St. Paul, MN. We provide products to Lawn Care Operators, Golf Courses, Landscapers, Greenhouses and Nurseries. We have been in business since 1955.

We are looking for a friendly, outgoing person to provide support for our outside sales staff and perform all customer service functions. Greenhouse, turf maintenance, golf course maintenance and landscape knowledge and experience are a plus. We will train on all aspects of our business.

Job Requirements/Responsibilities:

* Assist with all facets of the day-to-day operation of our business
* Analyze reports, research the industry and provide sales leads to our sales staff
* Help manage Open Sales Orders
* Assist sales staff with customer follow-up: quotes, pricing, programs, catalogs, e-mails
* Contact trucking firms and schedule ship-outs
* Have a high degree of attention to detail
* Be self-motivated and eager to learn new things
* Ensure that our customers have the best possible experience

Benefits:

* Health care available after 90 days
* 401K Plan with Company match
* Paid time off and Holidays
* Dental plan available
* Employee discount
* We have a fun work culture!

This is a full-time position with hourly pay based on experience.

Our hours are:

Monday – Thursday 7:30 am to 4:30 pm

Friday 7:30 am to 4:00 pm

If interested, please send you resume to:

Terry Reiten treiten@tessmanseed.com

Top of Form