



INTERPLASTIC CORPORATION'S THERMOSET RESINS DIVISION is the leading manufacturer of unsaturated polyester, vinyl ester and specialty resins, gel coats, and colorants under the CoREZYN® and Silmar® brand names for the composites, cast polymer, and solid surface industries. As a pioneer of cutting edge technology, we grow to meet the needs of the composites industry. In addition, all of our manufacturing facilities and research and development laboratories are ISO 9001:2000 certified.

We have an opening for an experienced **Customer Service Representative** at our corporate headquarters located in **Vadnais Heights, Minnesota (a suburb of Saint Paul)**.

Major Responsibilities:

- Reviewing and processing customer orders as well as making changes to existing orders and completing required order acknowledgements.
- Coordinating shipments with manufacturing facilities.
- Setting up and maintaining customer accounts.
- Preparing and entering competitive pricing.
- Reviewing and invoicing all shipments accurately.
- Researching, verifying, and preparing customer credits.
- Coordinating efforts between sales, plants, and shipping to fulfill customer requests in a timely manner as needed.

The Ideal Candidate Will Have:

- A minimum of 8 years working in customer service, preferably in manufacturing.
- Possess exceptional customer service skills.
- Possess excellent follow-up skills and attention to detail.
- Possess excellent organizational skills.
- Ability to multitask and prioritize.
- Ability to work as a team as well as independently.

Comprehensive Benefits Package Includes:

- Competitive Salary
- Medical Benefit Plan Options
- Dental Plan
- Vision Plan
- Life Insurance Plan
- Short Term Disability Plan
- Long Term Disability Plan
- Flexible Benefits Plan
- 401K Plan that includes matching as well as profit sharing

If you are results oriented, please mail, email, or fax your cover letter, resume, and salary requirements to:

Interplastic Corporation
Attn: Human Resources
1225 Willow Lake Boulevard
St. Paul, MN 55110-5145
Fax: 651.481.9170
Email: jobs@interplastic.com