



DUET RESOURCE GROUP

*working together,
changing the way furnishings work*

Sales Administration & Client Services

Duet Resource Group is an established commercial furniture distribution agent servicing Wisconsin, Iowa, and Nebraska. With the next gen learning, working, and healing environments of today taking shape, we are well positioned to challenge our clients with furniture and interior solutions that will change the way they learn, work, and heal. We continue to re-invent ourselves on a daily basis, and are passionate about the industry more now than ever. As times change, we innovate.

Our office features collaborative spaces for brainstorming or concentrative work, height adjustable desks to get you up and out of your chair throughout the workday, and game tables for the occasional Friday afternoon ping-pong game. From our flexible spaces to our great team environment, self-motivated and creative individuals will thrive at Duet Resource Group.

We strive to maintain a work-life balance at Duet, supplemented with adequate vacation time and flexible work schedules. We participate in a variety of industry events, such as fashion shows, wine and design nights, and yoga classes. Hard work equals high reward, and you will be rewarded greatly for achieving your goals at Duet.

The Sales Administration position will provide exceptional pre-sales and post-sales support to their sales team members, their customers, dealers, and other business partners. Assistance with quoting, proposal generation, and order entry will be required. Sales Administrators are expected to have extensive knowledge on multiple product lines in order to provide exemplary service to Duet customers. This position also have responsibility for showroom functions, such as sales meetings, showroom tours, etc. Familiarity with and ability to assist with Core business software, an RPC business software program, will be a necessity, as well as assistance with sales forecasting for Duet's key manufacturer partners.

If you meet the below qualifications, and this sounds like the work environment of your dreams, we'd love to meet you!

- Associate's or Bachelor's Degree in a related field
- 1-3 years of customer service or project management experience
- Willing to work from our downtown Milwaukee Duet Experience Center
- Proficient in computer-related skills (Microsoft Office, sales tools, etc)



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Visit us at www.duetresourcegroup.com to learn more about us! If you are looking for a career in a challenging, innovative, and fast paced environment, please e-mail your resume to HR@duetresourcegroup.com or fax (414) 273-1280.

Women and Minorities are encouraged to apply. EOE.