

We are Exotic! Your ISO 9001 Certified Supply Partner.

For over 50 years, Exotic Automation & Supply has prided itself on being problem solvers with one goal in mind: to improve customer productivity and profitability.

Exotic Automation & Supply is a Northwest Detroit Industrial Supplier and Manufacturer.

Services Include:

- **Automation and Controls:** Design, manufacture and supply hydraulic and pneumatic equipment and components.
- **Hose and Fittings:** Distribute hydraulic, pneumatic, industrial hose and fittings.
- **Custom Manufacturing:** Design and fabricate custom molded urethane, rubber and machined plastic components.
- **Gasketing:** Provide standard gaskets and manufacture custom die cut and spiral wound gaskets.
- **Industrial Materials:** Distribute a wide variety of plastic, rubber, packaging, tools, anti-fatigue matting and relating products.
- **Supply Chain Management:** Commodity management, kits, bin fill programs and mobile service and repair.

Exotic Automation and Supply is currently looking for a **Customer Service Representative** to join the team in a *full-time* capacity.

Under the guidance of the Customer Service Manager, the Customer Service Representative will be responsible for knowledge of product lines, servicing customer inquiries, product requests, quotations, order entry, order follow-up and all system functions related to sales.

Outstanding candidates for this position will possess solid understanding of order fulfillment, intermediate PC skills, excellent negotiation skills, good mathematical ability, and solid organizational skills.

This position is vital to the Sales department and will impact the overall profitability of the Company. This position is a great opportunity for the right candidate to demonstrate the capability to affect positive change in an exciting, dynamic and growing Company while building a comprehensive knowledge of the business.

Other duties may be assigned as necessary.

Desired Experience:

- College degree or equivalent work experience.
- Three plus (3+) years customer service experience (industrial sales preferred).
- Three plus (3+) years experience with hydraulics, pneumatics and fluid connectors preferred (Parker or equivalent products).
- Intermediate PC skills.
- Ability to multi-task efficiently.
- Excellent customer service attributes.
- Ability to work overtime when necessary with appropriate notice.
- Organizational skills required to prioritize, plan and coordinate work activities and resources in area of responsibility.
- Interpersonal skills necessary to effectively communicate with associates, customers, business partners and management team. Demonstrated teamwork approach with superiors, peers and subordinates utilizing skills in oral communication, active listening, written and oral directions and cooperating with and assisting others when needed.

Qualified candidates expressing interest in this position must electronically submit credentials, with salary history, on our website: www.exoticautomation.com

Phone calls and walk-ins will not be accepted

Select Position ID: 160CSR0219

EEO/AA Employer