

**Service Consultant**  
**American Door Works – Waite Park**

For over 50 years, American Door Works has been and still is the industry leader in the installation and service of residential and commercial garage doors in greater Minnesota. **American Door Works has paid its employees over \$4 million from the company incentive program over the past 5 years!** This family-owned company takes great pride in the service and satisfaction that we provide to our customers from the initial sale to the completed installation or service. In keeping with this 50-year tradition, we are seeking a mechanically inclined individual to join the team as a **Service Consultant**.

The Service Consultant is responsible for assisting in the service segment of the business, both residential and commercial. This generally covers any aspect about the servicing of overhead doors and openers in residences, and commercial properties, along with quoting of new business.

The scope of these activities may be involved with answering and routing incoming telephone calls, handling walk-in customers or prospective customers, phone requests for estimates or information, requests for service, assisting with conveying information between service technicians, customers, and Scheduler during the work day, computer data entry for various aspects of the business process, assisting with inventory, records filing, etc.

**There is growth potential in the company for those who excel and want to grow with our company. This position will work during the day, Monday – Friday, and work onsite at our Waite Park office.**

A work background and prior experience in the construction/building trade sector are preferred as we will train candidates to provide outstanding service to our customers and employees. Must have good mechanical aptitude and troubleshooting skills to assist customers. Documentation and attention to detail is crucial for this position and the candidate must have excellent oral and written communication skills. Must have strong MS Office computer skills with a working background in ERP systems. Must work well in a team setting and be able to multi-task as you'll be working on multiple tasks throughout the day.

If you would like to be part of our growing team, American Door Works would like to meet with you. **We offer a competitive starting wage that is commensurate to your work experience.** Our benefit package includes 401(k) plan, annual incentive pay based on net profit, paid vacation, and holiday pay starting from your date of hire. We also offer health, dental, vision, short-term disability, critical illness, hospitalization, accident coverage, and company-paid life and long-term disability insurance.

Qualified candidates should send their resumes to: [toddl@americandoorworks.com](mailto:toddl@americandoorworks.com) or complete an application at American Door Works, 2150 Frontage Road South, Waite Park, MN 56387.