BSG (Brewers Supply Group), a subsidiary of Rahr Malting Company, is a wholesale distributor of brewing ingredients to microbreweries, brewpubs, regional breweries and homebrew supply stores. We are looking for a Customer Service Representative to join the team. Ideal candidates will pride themselves on their professionalism, should be outgoing, personable, and able to work in a team environment.

Responsibilities include:
- Processing customer orders accurately and efficiently
- Recommending potential products or services to management by collecting customer information and analyzing customer needs
- Maintaining financial accounts by processing customer adjustments
- Working with customers to resolve issues or answer inquiries
- Maintaining customer records by updating account information
- Coordinating order fulfillment with the warehouse staff
- Researching freight rates and coordinating deliveries with carriers
- Representing Brewers Supply Group in a positive and professional manner, and other duties as assigned.

Skills/Qualifications:
Microsoft Outlook, Word, and Excel Required, Brewing knowledge preferred, Sage X3 skills a plus.

Benefits:
All full-time regular employees are eligible for the applicable Brewers Supply Group, Inc. benefits including health, dental and vision insurance, 401k Savings and Pension Plan, Health and Dependent Care-Flexible Spending Account, and paid vacations and holidays. Starting hourly wage will be dependent upon experience and capability.

This position is for our Shakopee, MN corporate office. Please submit a cover letter, resume, and salary requirements.