



The Office Planning Group, Inc. is seeking fulltime Sales Representatives for our Hancock, Michigan office. OPG has been servicing and supplying office equipment to the Upper Peninsula and northern Wisconsin since 1991, and continues the legacy of Sayen's Business Equipment which has been in the area since 1969! We have offices in Iron Mountain, Marquette, Hancock, and Menominee, MI. We are a tight knit, supportive team dedicated to providing the best products and service to our customers.

The role of the Sales Representative is to develop new and lasting relationships with customers who are in need of office equipment. In this unique sales position, you would have the advantage of working in a very well established, four county territory. The new sales representative will have the opportunity to meet accounts with our current sales representative who has been working the territory for 40 years. This position allows the opportunity to travel to customer sites in your territory and interact with many new people.

The Sales Representative has the following duties:

- Communicating with and visiting customers to determine their needs.
- Finding new equipment sales opportunities.
- Following up on leads from service technicians and other team members.
- Training and support of customers as necessary.
- Maintaining contacts and scheduling visits using a CRM System.

The Office Planning Group Inc. offers a competitive salary plus a commission and bonus package. Benefits include paid vacation, car allowance, cell phone, laptop, and medical insurance. Candidates must be personable, have sales experience, strong written and verbal communication skills, be self-starters, and be able to work independently and as part of a team.

To apply, please send a resume to:

[hiring@opgup.com](mailto:hiring@opgup.com)

Or:

The Office Planning Group  
Attn: Kelly Benjamin  
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Iron Mountain MI, 49801