

Help Wanted Advertising

Week of September 10, 2025

HELP WANTED: Carlson's Orchard Annandale Apple Pickers & packers. F/T & P/T students and adults. **320-274-8699.**



NOW HIRING CUBS CLUB PARAPROFESSIONALS

Kimball Area Public Schools seeking applicants for part-time Cubs Club paraprofessionals to care for school age children (age 3 - 5th grade) before & after school during 2025-2026 school year plus summer months.

- Position is part of the ESP contract
- Follows the school year schedule
- Work schedule is approximately 5 to 25 hours per week
- Monday-Friday, 6:30am - 8:00am. and 2:30pm - 5:30pm
- May be asked to work longer shifts on non-school days
- Salary range is \$15.85 - \$18.73 per hour based on experience
- Benefits included are sick leave.

Please email the completed employment application, cover letter, resume and 3 professional references to: Celest Stang – Director of Community Education at celest.stang@kimball.k12.mn.us

*Electronic applications preferred.

Celest Stang - Director of Community Education, Kimball Area Public Schools,
P.O. Box 368, Kimball MN 55353 • 320-398-7700 x 1112

The School District has an enrollment of approximately 750 students in grades PreK-12. More information regarding the district is available at www.kimball.k12.mn.us.

EQUAL
OPPORTUNITY
EMPLOYER

FIND YOUR PERFECT EMPLOYEE!

PLACE A HELP WANTED AD TODAY!



Advocate

ads@annandaleadvocate.com
73 Oak Ave. S,
Annandale, MN 55302

The Maple Lake
MESSENGER

office@
maplelakemessenger.com
218 Division St. W,
Maple Lake, MN 55358

HELP WANTED

Sales Support Specialist in Maple Lake

Hourly Wage: \$18 - \$25 DOE

About Us

Cedar Lake Metal Solutions is a trusted metal manufacturing company located in Maple Lake, MN. We specialize in metal stamping, forming, laser cutting, machining, **assemblies**, welding, and more. Our diverse customer base spans industries such as agriculture, vending, furniture, hardware, marine, and commercial markets.

The Opportunity

We are seeking a motivated and detail-oriented Sales Support Specialist to join our office team. In this role, you'll provide essential administrative and operational support to our sales representatives, ensuring smooth day-to-day operations and outstanding customer experiences. You'll serve as a key point of contact for customer order related inquiries and play an important role throughout the entire sales process.

Key Responsibilities

- Respond to customer inquiries via phone, email, or other channels to provide information and resolve issues
- Accurately process sales orders
- Collaborate with purchasing, scheduling, and production teams to ensure on-time order fulfillment and customer satisfaction
- Maintain and update customer records, pricing, order history, and order tracking
- Answer phones, greet visitors, assist with general office tasks.

Qualifications

- High school diploma or equivalent (required)
- Prior sales support or administrative experience preferred, not required
- Strong customer service and interpersonal skills
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Word, Excel, and Outlook
- Experience with CRM and ERP systems is a plus
- Highly organized with strong time-management skills
- Detail-oriented, goal-driven, and able to thrive in a fast-paced, team-oriented environment

Why Join Us?

At Cedar Lake Metal Solutions, every position offers room for growth and advancement. We value our team members and provide opportunities to build a long-term career with us.

Benefits

- 401K with company match
- Accrued PTO
- Health Insurance
- \$25K Life Insurance coverage
- Sick Leave
- Full Court basketball court and Gym

Schedule

- Monday – Thursday: 7:00 AM – 4:30 PM
- Friday: 7:00 AM – 11:00 AM
- Overtime as required

Submit resumes to

careers@cedarlakems.com



CEDAR LAKE
METAL SOLUTIONS
Your Partner for Metal Manufacturing

PO Box 760 • 500 Congress St W • Maple Lake, MN 55358