

Order Entry Position

Full Time 8:15am-5:00pm

Lunch 11:30am-12:15pm

We are seeking a technically inclined intelligent individual for long term Order Entry Position in our warehouse / shipping receiving area.

A successful candidate will be a hardworking quick learner with skills complimentary to the position.

An introductory evaluation period would be followed by full time long term employment.

Duties & Responsibilities:

- Processes orders received by fax, e-mail, and telephone.
- Order related Customer Service tasks
 - Acknowledgements
 - Clarifications
 - Order Status
 - Inventory Status
 - Tracking Information
- Prepares daily end of day reports.
- Daily review of orders in process.
- Answer Phones
- Print warehouse pick tickets
- Generate shipping documents and labels
- Maintain hard copy files
- General office tasks and projects as requested
- Maintain CRM System

Requirements:

- Accurate
- Dependable
- Extremely organized with outstanding attention to detail
- Strong computer skills (Excel, Word, Outlook)
- Shipping software experience
- Diploma or equivalent required, some college preferred
- Experience with ERP, CRM, and EDI systems preferred
- Drug and Background Screens
- Customer service or warehouse experience a plus

*** DUE TO THE HIGH VOLUME OF RESUMES RECEIVED, ONLY CANDIDATES MOST QUALIFIED FOR THE POSITION WILL BE CONTACTED FOR AN INTERVIEW, PLEASE NO PHONE CALLS *** ONLY ELECTRONIC SUBMISSION OF RESUMES WILL BE CONSIDERED ***