

The Yost Superior Co.

Job Description



Title: Order Entry Specialist

Role: #014

Department(s): Office

Reports to: Director

Job Summary

Process quotes and orders, while maintaining an efficient office environment to support the factory's ability to effectively produce springs and wire forms.

Summary of Essential Job Functions

- Process orders, quotes, and customer requests within 24 hours of receipt
- Utilize standard office equipment such as desktop computer, printer, scanner, etc.
- Support customers with daily communication via phone and email
- Communicate clearly within the office and with the manufacturing team
- Maintain an efficient work environment with workspace organization, accurate filing, and taking initiative

Minimum Requirements

High School Diploma or equivalent.

Abilities Required

Proficient with Word, Excel, Outlook and ability to learn OHM Systems ERP. Excellent communication skills. Proficient typing, answering phones, reading emails. Ability to read and understand customer purchase order requirements. Understanding of how to use office equipment. Excellent organizational skills. Ability to adapt to essential job duties.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.