

# Order Entry Specialist – Plastics Division

Ward-Kraft, Inc.  
Fort Scott, KS 66701

Ward-Kraft, Inc. is a large family owned, Christian based print manufacturer, that was founded over 50 years ago. As one of the top, most innovative print manufactures in the industry, we are committed to the principles of teamwork, integrity, excellence, and faith, and are seeking members who have the desire, capability and passion to excel.

**Position Summary:** Plastic's Order Entry Specialist is responsible for working closely with distributors to obtain and verify accurate specifications when purchase orders are received. Prepare job tickets and input customer requirements into Unity based on distributor's purchase order. Individual works as a team with composition to accurately create job orders for press operators to include print specifications, quantities and timeline to meet distributor deadlines.

What is unique about the Plastics office? **Team Collaboration:** In our Plastics office, we have dedicated teams that bridge the gap between order entry and comp. This means you will work closely with team members to ensure that orders are accurately fulfilled and meet customer requirements. Our teams are dedicated to providing exceptional customer service and ensuring that our products meet the highest standards of quality.

## Job Functions:

- Obtains and verifies accurate specifications from Distributors
- Prepares job tickets for production
- Inputs customer requirement into Unity
- Creates Job Orders for Press Operators
- Complete other daily activities as required

## Competencies:

- Ability to work quickly while maintaining a Accuracy
- Attention to detail
- Ability to multi-task
- Results-driven
- Positive attitude
- Top notch phone skills and listening skills
- Sense of Urgency
- Team Player

Individual must be highly motivated and have a strong desire to succeed and to join our team. If you have drive, passion, determination, willingness to learn, dependability, flexibility, desire to grow, are competitive, results driven, with a high degree of integrity and commitment we want to talk to you.

## Benefits

- Health insurance
- Paid time off
- Dental insurance
- Vision insurance
- Life insurance
- 401(k) matching
- Referral program
- Flexible spending account

Located in Fort Scott (KS), Ward-Kraft, Inc is an industry leader in addition to being recognized as being one of the most innovative print manufacturers in the Print Industry.

Ward-Kraft is a family owned company that started over 50 years ago with customer service and good business values viewed as our number one priority.

Competitive salaries as well as a substantial benefit packages are offered to our members

Ward-Kraft's goal is to believe that our members view WK as a career and not "just a job". We feel this is proven with over a 35% retain percentage when recognizing our current members have 10 or more years of service within our company.

If you have an interest in this position, contact us by phone using 1-800-821-4021, apply online at [www.wardkraft.com](http://www.wardkraft.com) and select the "employment tab" or Applicants are also welcome to apply in person at our campus located at 2401 Cooper Street in Fort Scott, Kansas.

Ward-Kraft, Inc. is an equal opportunity employer.

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