

Customer Service/Order Entry Representative

Ward-Kraft, Inc.
Fort Scott, KS 66701

Full-time

Job details

Job Type

Full-time

Shift and Schedule

Overtime

Weekend availability

Monday to Friday

CSR/Order Entry Specialist

Hours: 8:00am – 5:00pm

Position Summary: We are looking for a confident, self-motivated member to take customer orders and input customer requirement into print job software. Customer Service/Order Entry Specialists will need to quickly be familiar with the product and the process in which it is produced to ensure accurate instructions are given to the production operators. This position works with measurements, variable data and other job specifications to ensure the accuracy of each order before it goes to the production floor.

Key Qualifications:

- Detail oriented
- Basic math skills needed (decimals, fractions, measurements)
- Ability to work in a fast paced environment
- Enthusiasm
- Strong written and verbal communication skills are essential.
- Proficiency of Microsoft Office (especially Excel)
- Knowledge of printing processes and materials is helpful but will train the right candidate
- Call center or business sales experience is a plus

Schedule

- Weekdays 8am to 5pm
- Some weekends and before/after hours overtime available

The ideal members will be dependable, ambitious, energetic and detailed oriented and obtains the desire to learn and succeed.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Referral program
- Vision insurance

Schedule:

- Monday to Friday

Communication method(s) used:

- Phone
- Email

Work Remotely:

- No