



<https://www.premierpersonnelgroup.com/find-a-job/customer-service-2/>

Customer Service

Description

Position Purpose:

This company is looking for a Customer Service Representative to join our team of reliable, detail-oriented support staff. The main purpose for this position is to assist customers and our sales team with various orders and projects, including processing orders, fielding customer calls, as well as managing stock availability, billing, and logistics.

Responsibilities

Essential Job Functions:

- Answering incoming calls / emails from customers, vendors, and sales team
- Process sales and blank orders
- Execute and manage POs
- Data entry and inventory management
- Sales invoicing
- Routing the shipment
- Product sample coordination and distribution
- Perform other duties as assigned including, but limited to administrative tasks within the office

Qualifications

- Must be proficient with Microsoft Office, Outlook
- Must have experience in Order Processing, customer communications, and or logistics management
- Must be highly organized and detail oriented
- Be able to work independently, efficiently on your assigned tasks
- Must be able to manage multiple tasks/orders at one time
- Must be able to communicate and cooperate with co-workers while working in a separate location
- Must be willing to work as a team with other CSR to share workloads
- Have professional verbal and written communication skills
- Must be able to follow instructions

Preferred Qualifications:

- Experience with ERP systems
- Associate's degree
- Experience in the Ingredients Industry with a supplier, distributor, or manufacturer
- Have an understanding or experience with global import/export logistic management
- Have experience with Regulatory Document Management

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

nutritional ingredient supply, manufacturing, and global distribution industry

Job Location

Edison

Base Salary

\$ 25

Working Hours

M-F 8:30 am to 5 pm