



<https://www.premierpersonnelgroup.com/find-a-job/edi-order-entry-shipping-and-routing-coordinator/>

## EDI/Order Entry, Shipping, and Routing Coordinator

### Description

We are looking for an experienced **EDI/Order Entry, Shipping, and Routing Coordinator** to join our team. The successful candidate will be responsible for efficiently managing and processing customer orders, and ensuring accurate and timely entry of orders into our system.

### Responsibilities

Possess knowledge of EDI order processing, including basic EDI documents such as 850, 860, 856, 810, 753, 754, and 997, and be able to interpret raw data.

- Create and maintain UPC/SKU entries in the GXS catalog.
- Allocate and coordinate with warehouse and shipping departments in detail to ensure proper and timely shipments.
- Have familiarity with various retail TMS systems and understand how to submit purchase orders for routing and obtain shipping instructions.
- Coordinate with truckers and warehouse pickups for various customers.
- Enter manual retail orders into the system daily.
- Respond to customer inquiries regarding order status and resolve any issues.
- Report and resolve incoming order issues in collaboration with the sales department.

### Qualifications

Ability to multi-task effectively.

- Proven experience in order entry, customer service, or a related field.
- Strong attention to detail and organizational skills.
- Excellent communication and customer service skills.
- **Familiarity with A2000 or comparable ERP software is a plus.**

### Job Benefits

Full Benefits

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time

### Industry

Apparel

### Job Location

Saddle Brook

### Base Salary

\$ 75

### Working Hours

M-Thur 9am 5:30 and 9 am to 3 pm  
Friday