

ORDER PROCESSING SPECIALIST

Job Title: Oder Processing Specialist

FLSA Status: Exempt

Division/Department: Corporate /MFG

Reports to: Purchasing Manager

The company is a large privately held manufacturer of branded and private label nutritional and dietary supplement products. These nutraceuticals are produced and distributed to major retail and club chains throughout North America. The corporate headquarters and manufacturing operations are located in the North Dallas area of Texas. The company has earned a reputation and is committed to making the highest quality products possible and providing world class customer service.

PRIMARY RESPONSIBILITIES

- Daily entry of ALL orders received through various platforms, including USA Distributors orders, Direct Ship Accounts, International Orders, Specialty Customers, etc.
- Invoicing daily of all shipped orders
- Coordinating all necessary paperwork and other shipping documents required
- Updating database systems of all activities and posting of sales reports (Daily & Monthly) and internal documents as required.
- Track and resolve shipping discrepancies
- Access various web pages for POs, invoicing and label generations
- Send mail-outs and sample requests
- Process turnover orders
- Update ACCESS with product replacement information
- Maintain technical and legal documentation
- Customer Service & Liaison/Key Contact between Key Accounts, Distributors and Executive Management Team
- Administrative Assistant for Executive Team

KNOWLEDGE AND SKILL REQUIREMENTS

- Ability to multi-task
- Ability to understand all elements of process and results
- Prior experience of data entry components
- Detail oriented
- Internet knowledgeable
- Problem solving skills
- Microsoft Outlook programs, EDI & Retail-Link (Walmart) preferred not required
- Bachelors Prefer but not required