

Amphenol

Job opportunity ~ 6 month contract

JOB TITLE: Order Entry

REPORTING TO: Customer Service Supervisor

GENERAL DESCRIPTION:

The top priorities of this position will be entering quotations for customers, enters orders into the MRP (ACCLAIM) system and interface with Engineers and Product Specialists.

The ideal candidate will possess excellent verbal and written English skills and have a team player attitude. The capacity to learn quickly will also be a major factor.

REQUIREMENTS:

General :

1. Must abide by all Health and Safety Rules and have demonstrated commitment to good housekeeping/organizational practices.
2. Responsible for compliance to company standards.
3. Maintain good working relationships with others.

Must Have:

- High proficiency with desktop operating systems
- Microsoft Office experience
- Organizational skills
- Communication skills
- Excellent command of the English language

Desired:

- Solid Microsoft Excel skills
- Experience with MRP systems

JOB DUTIES:

- ❖ Organizing and entering RFQ enquiries
- ❖ Entering orders
- ❖ Review and ensure pricing, part numbers, shipping address/method are correct.
- ❖ Other related duties as required.

ASPECTS OF POSITION:

- ❖ Challenge keeping up with telephone calls and paperwork