

Order Support Specialist

In this position a typical week may include:

Processing client purchase orders using our ERP software system. Communicating order status to clients with email, telephone or fax.

Answer inbound calls/emails to determine customer requirements in order to recommend specific products and solutions. Create quotes matching the requirements.

Utilizing Salesforce to track lead generation, quotes, pipeline activities and existing client contact information for market segments. Account management to verify activity status using outbound communication. Meet and exceed quota for these activities.

Assisting in client pre-qualifications and credit reference verification. Maintain client records in our systems.

Tracking product inventory movements (on-hand and in-transit) to coordinate options for completing client orders.

Formatting technical documentation as the engineering team provides changes and updates.

Sorting inbound mail and preparing outbound invoices.

Completing additional executive assistant/office administration duties to organize delegated tasks, billing analysis, summary report creation and light travel planning.

Key Skills/Education:

- Required Bachelor's Degree
- MS Office Suite and Navision ERP system; Salesforce.Com a plus
- Illustrator a plus or similar graphic software experience
- Candidate must be articulate and professional via telephone
- Multi-tasking capability with detail orientation

Experience:

Inside Sales; Marketing; Executive Assistant experience or similar daily sales environment
Even better if you have two years manufacturing/distributor/supplier type company atmosphere

Salary/Schedule:

Salary plus general company performance bonus / Full-Time
Medical, dental and vision coverage in a drug-free and smoke-free workplace
Background check and pre-employment drug-screen

We call the Opportunity:

Order Support Specialist in our office at **MAJORPOWER® Corporation**. We are a specialized power conversion equipment manufacturer. The position includes a daily blend of order entry, inside sales activity and executive assistant responsibilities.

We want a person that is detail oriented and possess the ability to sustain flexibility in a B2B sales fulfillment environment. This position is located in Mebane, NC, western Orange County. Relocation assistance is not available for this position.

Send us your letter of introduction and resume: If you're the type of person who thrives on taking care of tasks the right way-the first time. If a task comes in and you can figure out how to get it done without having to ask a lot of questions. When you say "I'll take care of it" we know it'll be done well.

About The Corporation:

www.majorpower.com

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