

SEASONAL ORDER ENTRY REPRESENTATIVE

Empire Comfort Systems
Belleville, IL

Everyday Roles

- Enter sales orders
- Create and send pick tickets/BOLs to shipping office
- Check backorders for available product
- Enter, invoice and credit retail orders

Responsibilities

- Back up Transportation Logistics Manager
- Back up invoicing and credit entry as necessary
- Double check accuracy of orders
- Route LTL orders
- Ensure commissions are correct on each order
- Submit large and truck load orders to TLM
- Ensure orders on credit hold are given to assistant Controller
- Make changes to sales orders as required
- Cross train for all Order Entry duties
- Other duties as assigned
- Communicate with salesmen, customers and other departments as necessary
- Look for Continuous Improvement
- Complete CI Reviews
- Timely performance
- Clean work area daily

Benefits

- Health/vision/dental
- Life insurance
- 10 scheduled holidays

How to Apply

Please send resume to our Human Resources Manager at jobs@empirecomfort.com.
Please include "Order Entry" in the email subject line.

