



## ORDER FULFILLMENT COORDINATOR

### ABOUT US:

Established in 2004, Smartrend Manufacturing Group (SMG) is a supply chain company specializing in customer- specific engineered components and assemblies for OEMs and industrial producers. We bring value to our customers with efficiently designed and manufactured parts, made to their specifications, and delivered on their schedule. We focus on collaborative efforts with our customers to provide the lowest total cost of acquisition. We operate in three countries with 30 direct team members.

### SUMMARY:

SMG is looking for a highly motivated, ambitious, organized, and analytical **Order Fulfillment Coordinator** to provide support to our financial and supply chain departments. The ideal candidate will possess very strong organizational, interpersonal, and communication skills along with the ability to handle multiple tasks in a fast-paced environment.

### DETAILED DUTIES & RESPONSIBILITIES:

- Receptionist duties – including answering the phone, greeting customers, and filing
- Manage and reconcile inventory, ensuring stock is accurately received and posted in Sage
- Customer order entry in Sage
- Compile, prepare, and submit assigned weekly, monthly, and ad hoc reports
- Assist with special projects, as assigned
- Investigate questionable data and finding answers for customers
- Manage various spreadsheets with proficiency in Excel
- Manage all logistics requirements including customs (experience with customs a must)
- Record and distribute meeting minutes
- Perform a variety of clerical and administrative duties

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to wear multiple hats, multi-task, and manage competing priorities
- Strong analytical and problem-solving skills
- Customer oriented
- Ability to work in a team or individually
- Takes initiative and results oriented
- Detail oriented with excellent communication skills, both verbal and written
- Excellent knowledge of Microsoft Office and Windows applications
- Knowledge of Sage is an asset

Share with us your talent, drive, and entrepreneurial spirit and we will provide a creative and supportive environment, where valuable contributions are rewarded and celebrated with professional growth, job satisfaction, and an attractive total compensation program. We offer a benefits package to our employees including:

- Group Insurance Plan
- Paid Vacations

*We would like to thank all applicants who apply, however, only those selected for an interview will be contacted.*

### Smartrend Manufacturing Group

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