



POSITION OPPORTUNITY

If you are interested in applying for the following position, or would like more information, please contact Human Resources.

POSITION: ORDER ENTRY CLERK

LOCATION: MANITOU FACILITY

HOURS OF WORK: MONDAY – FRIDAY, 8 AM – 4:30 PM (40 HRS/WK)

RESPONSIBILITIES:

- Enter sales orders from customer orders, reviewing for accuracy from customer order
- Data entry duties as assigned
- May process special finish samples, including: sending samples for approval, respond to CSR requests, add samples to Item Master, and special finish reports
- May act as back up Scheduling or Order Verification
- Perform all responsibilities and duties in accordance with Krug's Quality Assurance procedures
- Filing
- Provides back-up relief for switchboard
- Other duties as assigned

QUALIFICATIONS:

- Grade 12 education
- 1 – 3 years data entry experience
- Excellent, accurate keyboarding/computer skills are imperative as well as attention to detail and excellent memory skills
- Manufacturing background an asset but not mandatory
- Ability to multi-task and have a good work attitude
- Must be a Krug Team Player