

NJ1389039

Order Entry Representative

Global Furniture Group
MARLTON, NJ, 08053

About Global Furniture Group

The Global Furniture Group is a leading North American Manufacturer of furniture solutions. Global offers a broad range of furniture products designed for the workplace, hospitality, education + healthcare markets, delivering exceptional value and quality to its network of dealers, designers and customers.

Operating for 50+ years and employing more than 4,000 people worldwide, Global has locations throughout Canada, the US, Mexico, China and the UK.

Duties and Responsibilities

Order Entry Representative, Evolve

Location: Marlton, NJ Department: Corporate-Evolve

Type: Full Time Min. Experience: Entry Level

Global Industries, Inc. a leader in the workplace, education, healthcare + hospitality furniture industry has an immediate full time career opportunity at our corporate facility in Marlton, NJ.

The ideal candidate will be well organized and detail oriented with good written and verbal communication skills. This candidate will possess the ability to work independently, good computer skills as well as a positive team oriented attitude.

Responsibilities:

- Receive orders via email, fax, electronically and 2020 software
- Enter dealer purchase orders into the AS400 data system
- Check orders for accuracy
- Contact customers to review clarity of PO's / questions
- Learn product line and company process
- Follow and adhere to department/company guidelines
- Other duties as assigned

Requirements

- Strong attention to detail
- Good written and verbal communication skills
- Ability to work well within a team environment
- AS400 experience a plus
- Knowledge of 2020 / Data One software a plus

Experience:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience or military equivalent.
- Two to three years of related experience preferred.

WHO WE ARE

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BENEFITS

Global offers a comprehensive employee benefit program that enables our employees to stay healthy, feel secure and maintain a work/life balance. The following are benefits we offer employees (or may be eligible for):

Paid Time Off | Holiday Pay | Medical/Prescription Insurance | Dental Insurance | Vision Insurance | Health Savings Accounts (HSA) | Company-Paid Life and AD+D Insurance | Company Sponsored Long-term Disability | Short-term Disability | Voluntary Life Insurance | Employee Assistance Program (EAP) | Critical Illness and Accidental Injury

Insurance | FSA | 401(k) & Roth 401(k)

WHERE WE ARE

Global has distribution centers and showrooms located all across the USA + Canada.

Global USA Showrooms:

Atlanta | Boston | Chicago | Detroit | Ft. Lauderdale | NYC | Philadelphia Phoenix | St. Louis | Washington DC

Global USA Showrooms + Distribution Centers:

Atlanta | Baltimore | Boston | Chicago | Cincinnati | Dallas | Denver | Houston | Kansas City | Los Angeles | Miami | Minneapolis | New Orleans | Philadelphia | Pittsburgh | San Antonio | San Francisco | Seattle | Tampa

You can visit us at www.globalfurnituregroup.com.

Global is a smoke-free, drug-free workplace and equal opportunity employer.

Qualified applicants will receive consideration for this position without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. To request assistance in completing this application, please call 800.220.1900 and ask for Human Resources.

Veterans encouraged to apply.

Nature of Work

Duration: Full Time, Regular

Normal Work Days: Monday, Tuesday, Wednesday, Thursday, Friday

Working Hour per Week: 40 hour(s)

Normal Work Shifts: First (Day)

Post is open till: 23rd May, 2018

Number of Job Openings: 1

Education

Applicants should have a High School Diploma/GED