
August 2019

Job Title:	Order Entry Clerk
Reports To:	Customer Service Supervisor

Results Expected:

- React in a positive, respectful manner to all team members, customers and prospective customers
- Review, enter and check orders in the order entry system(s) with accuracy
- Ensure changes/cancellations are processed timely and efficiently
- Develop and process management approved RM's/credits
- Adhere to company policies
- Other related duties

Education/Special Skills:

- Grade 12 Diploma or GED
- Strong computer/data entry skills; detail oriented
- Demonstrated interpersonal, listening and questioning skills
- Customer focused, results oriented, strong work ethic
- Ability to manage multiple tasks concurrently
- Ability to work in a team environment
- Knowledge of Dashwood product and/or windows and doors an asset