

Würth Electronics Midcom Inc.

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Midcom**TITLE OF POSITION: Order Entry****DEPARTMENT: Sales****REPORTS TO: Inside Sales Manager**

JOB PURPOSE:

To support our local and international inside sales team by accurately processing customer orders and providing support and solutions for order-related items. This position is critical in allowing our company to provide “more than you expect” service to our customers.

JOB DUTIES (Essential):

1. Enter sales orders from customer purchase orders with a high degree of accuracy.
2. Verify stock, pricing, commission, address, and shipping information.
3. Update shipping dates through warehouse correspondence, internal documents, and/or stock analysis.
4. Analyze discrepancies (stock or otherwise) and provide solutions and/or alert inside sales.
5. Generate various reports.

EDUCATION AND EXPERIENCE:

- An associate’s degree in business, marketing or scientific discipline. Bachelor’s degree preferred.
- Experience in using Microsoft Office products, particularly Excel
- Good analytical skills and attention to detail are a must.