



Position

Customer Service Representative

Location

Dayton Rogers of Ohio

Description

- Customer contact and follow up regarding quotations, purchase orders, lead times, inventory management & scheduling.
- Consult with clients, vendors and internal individuals to update pricing, expedite orders through the shop & resolve issues that may occur.
- Take orders via phone, email, and EDI or customer portal.

Qualifications

- Prefer High School diploma or General Education Degree (GED) with minimum one year work related experience or training or equivalent combination
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Basic Blueprint Reading
- Basic Math skills
- Basic computer skills including Word & Excel.
- Knowledge of inventory management systems such as MRPII or KANBAN preferred

Contact

Submit resume to: hroh@daytonrogers.com