



Position – Customer Service Account Representative

Location – Columbus, OH

Description

Customer contact & 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, EDI or customer portal.

Candidate must be dependable & have excellent interpersonal skills. Candidate should also be comfortable in all functional aspects of manufacturing. Aerospace customer experience a bonus.

Qualifications

Candidate should have minimum training of:

- 1-2 years of experience or training in related field
- Basic blueprint reading skills
- Basic math skills
- Basic computer skills including Word & Excel.

Preferred training:

- Knowledge of inventory management systems such as MRPII or KANBAN

Contact

Submit resume to: hroh@daytonrogers.com