

Job Title: Order Processing Agent
Location: WEHCO Video Corporate Office
Department: Administrative
Reports to: VP of Administration

Job Description: Full time position in a medium sized, fast-paced office environment. Duties require a highly organized individual who is able to multi-task and not afraid to make decisions. Extensive experience with Microsoft Word, Excel, and Outlook is a must. The qualified candidate must be self-motivated and a quick-learning decision maker with excellent grammar, writing and telephone skills. Strong communication and PC skills are required.

Required qualifications for the position include:

- Must be a self-starter and require minimal direct supervision
- High School Diploma required
- A minimum of four years' experience in an office environment
- Extensive experience and proficiency using Microsoft Office
- Experience organizing, maintaining office filing system, and recordkeeping
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Problem solving and decision-making skills
- Detail Oriented
- Ability to handle tight deadlines and work under pressure
- Work in an environment that changes often
- Excellent multitasking skills
- Appropriate professional attire
- Typing Skills of between 45-55 wpm
- Team Player is a must

Detailed Job Description/Requirements:

- Work closely with vendors, suppliers and contractors
- Manage purchase orders and lead times
- Work directly with staff and department managers
- Positive and friendly demeanor
- Handle daily correspondence, filing, and other related office duties
- Assist in answering phone calls (multiple lines) very professionally
- Assist with processing invoices for payment
- Excellent follow-through skills
- Audit all incoming invoices against processed purchase orders for accuracy
- Prepare and maintain daily / weekly / monthly / quarterly/ and annual reports as assigned

Note: This is not an exhaustive list of essential functions and requirements for this position may be supplemented as necessary.

Other:

- Successful candidate must pass pre-employment and random drug screenings throughout employment and background check.

- Must have reliable transportation
- Smokers need not apply (VAPE included)

Excellent Compensation Benefits

- Competitive wage
- Supplemental benefits available
- Medical Insurance offered
- Paid Sick and Vacation
- One week of Vacation after initial 6 months
- Paid Holidays
- Life and disability coverage available
- 401K Matching Contribution
- Profit Sharing

References required

- Applicant must provide a minimum of 2 references

Please send resume to:

Charlotte Dial

Email To: cdial@wehco.com

OR

Apply online at the link below:

<https://jobs.wehco.com>

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