
Order Fullfillment Specialist (OFS)

Job Duties

- Follow-up between receiving PO and ordering material (e.g. price and date changes).
- Contract Review
- Update all the changes that have been made (price or dates) on E-2 and material quotations.
- Create the template on Estimating for the Job Traveler.
- Follow up with customers when orders are expedited and follow through until shipping.
- Back-up quoting O/P such as bore & hone, drill, threads & EDM.
- Have all drawings, specifications latest revisions/information to process PO's.
- Process order on E2 (Create job number & order number).
- Input part #s and prices from PO on E2 Estimating.
- Contact Customer if any discrepancies
- Mark up Drawing with Red Numbers.
- Make copies of drawings and attach another to router when If applicable.
- Create inspection report and notes.
- Save customers drawings and upload(Original Drawing & mark up) on estimating and original order/ when need it provide Inspection Report for Extra Pieces.
- Create ASN on SNC/ Print ASN Bar Code give to Shipping Department

Qualifications

- Strong Customer Service Skills
- Minimum 2+ Years Experience in related field.
- High School Degree & Some College.
- Organization and time management skills.
- Creativity.
- Excellent written and verbal communication skills.
- Accuracy and attention to detail.
- Handle pressure well.
- Problem solving.
- Responsible, organized, reliable, and punctual
- Computer skills: - Microsoft office.



Job Description

This job description is not intended to be all-inclusive. Employee may perform other related duties as necessary to meet the ongoing needs of the company.