

The Order Entry Coordinator is responsible for entering sales orders from customer purchase orders into the AS400 computer system. Sales orders may be entered electronically (from EDI) or manually (from fax, e-mail, internet, or telephone). This position must be able to proof all entries; identify and correct discrepancies; coordinate with multiple departments; and cross-reference customer numbers and other information. An understanding of data entry techniques, EDI and internet-based systems, alpha-numeric filing systems, and information transfer is required. Attention to detail and proofreading skills required. Overtime should be expected and is required. This position reports to the CFO, and requires the ability to work with minimal supervision.

ESSENTIAL FUNCTIONS:

- Enter sales orders into AS/400 computer system from customer purchase orders using extensive keyboard operation and regular use of office equipment.
- Involves collection, organization, processing, verifying, distribution and filing of required paperwork.
- Proof all orders prior to distribution to other departments; assure clean orders prior to releasing to Traffic Department.
- Requires accuracy using 10-key and QWERTY keyboards
- Verify customer credit limits and process order holds as necessary.
- Position is essentially sedentary.
- Ability to regularly climb stairs and access all areas of the office is required.
- Good attendance (as defined by attendance policy).

ADDITIONAL RESPONSIBILITIES:

- Prioritize/manage time in order to enter all orders, including changes, corrections & adjustments, in a timely fashion to meet internal & external customer needs.
- Set up and maintain customer master files.
- Update fee schedules and customer promotions in system to assure accurate pricing and order entry.
- Work closely with Retail Sales, Food Service Sales, Traffic & Dispatch, IT, and other accounting department personnel to identify and correct discrepancies, update customer pricing, and release clean orders.
- Occasional offsite training or seminars a possibility.
- Perform other duties as directed by supervisor.

QUALIFICATIONS:

- Experience with order entry, customer acknowledgements, pricing/fee schedules preferred.
- Experience with fundamental accounting practices and general understanding of accounting principles preferred.
- Degree in Accounting, Business Administration, or other related field preferred
- WorkKEYS Silver Certificate or above preferred.
- Experience with Microsoft Office products required.
- Experience with AS/400 and/or Extol AS/400 EDI systems preferred.
- Ability to work professionally with other employees and customers.
- Ability to work under the pressure of deadlines.
- Ability to work independently as well as part of a team.
- Accuracy, attention to detail and organizational skills a must.
- Must have good communication skills.
- Must have demonstrated good work habits and outstanding attendance.

Joy Cone Co. is an equal opportunity employer. We offer a comprehensive and competitive wage and benefits package that includes medical, dental, vision, 401(k) with generous company match, ESOP, paid time off (vacation, holiday, sick pay), and Summer and Year End bonuses.

To Apply: Please complete the Employment Application available on our website: www.JoyCone.com, click on the Employment link. Mail the completed, signed application with a copy of your resume to the address on the form, Attn: Order Entry Coordinator. **ORIGINAL SIGNATURES ARE REQUIRED.** E-mailed or electronically signed applications will not be accepted or processed!