



“YOU CAN DEPEND ON U.S.”

Department Administrator

US-IN-Elkhart

Position: Full-Time

Starting Base Pay: \$30,000 - \$35,000

Overview: The Department Administrator plays an important role in our Supplies and I.T. departments. This individual will execute strong attention to detail, have a keen understanding of order processing procedures, and exceptional math, accounting, and analytical skills.

Responsibilities: The main duty is to process sales orders, review purchases, analyze vendor prices, resolve price and item discrepancies and oversee order fulfillment.

- Receive incoming calls/emails from customers ordering toner and supplies.
- Enters supply order into *e-Automate* system.
- Follows up on supply delivery and addresses/rectifies any issues that arise.
- Billing all orders in an accurate and timely manner
- Process Return Authorizations for defective and incorrect products
- Analyze and resolve invoice disputes/issues
- Build positive relationships with vendors
- Prepare and process purchase orders for the procurement of goods, services, and supplies
- Review current inventory levels to determine product on-hand requirements
- Monitor daily order reports including order stages and credit hold reports
- Maintain pricing and create new products in both ERP systems
- Expedite delivery of orders
- Obtain ETA's and communicate with Sales and Logistics to ensure quick turnaround of solutions.

Key Competencies: Detail-oriented / Ability to prioritize, multitask and meet changing deadlines / High computer literacy and knowledge of Quick Books / Experienced in documenting procedures and internal processes / Self-directed and able to complete projects with limited supervision

What employees get out of a career with USBUS:

- Thorough training and development (on-the-job, online, vendor run product and application training, in-house classroom).
- Competitive compensation- base salary
- Medical Insurance option
- 401k with company match
- Paid time off

Apply by submitting resume to michael.kidd@usbus.com