

Job Description

Over the past 10+ years, Zing Manufacturing has become the leading provider of custom laser engraved products throughout the world. This is a result of concentrated efforts towards manufacturing unique, high-quality promotional and advertising products to many of the companies you are familiar with today.

- Medical, Dental, Disability, and Life Insurance
- 401(k) with Match
- Continuous on-site training
- Paid Vacation/Sick Time
- Internal promotion opportunities

Zing Manufacturing is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, age, religion, gender, nationality, disability, or veteran status.

OPPORTUNITY

Zing is currently seeking a Customer Service Agent on our Order Entry Team.

The environment for this position is an office environment and will involve independent work as well as collaboration and teamwork. Candidate must be able to work independently and take action as required by the duties and responsibilities given to them.

Sales Order Entry/ Processing Specialist | Competencies/Qualifications:

- Multi-tasking must be a high priority and strong person skill
- High attention to detail and accuracy
- Problem solving and critical thinking skills a must!
- Strong technology skills and interest
- Solid communication skills - both oral and written
- Strong working knowledge of Microsoft Office Suite -- Excel, Word, and Outlook - Must be well organized
- Ability to work with a sense of pride and urgency and to adapt and be flexible as priorities change
- An understanding of the Advertising Specialty Industry is a Plus
- Experience in the Advertising Specialty Industry is a Plus
- Must be available full-time; Monday through Friday

Please submit a resume to: susie.baum@zingmfg.com