Apply for <u>Distribution Center Administrative Assistant</u> using the link below:
********workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&ccId=95879571_5287&lang=en_US&jobId=9200201117113_1&source=EN

Under the general supervision of the Distribution Center Manager, the Distribution Center Administrative Assistant will manage the day-to-day administrative tasks of the Decorations and Distribution Center and act as the primary customer service contact for all of the Kitting and Decoration areas.

Responsibilities include but are not limited to:

Decoration

- Coordinate with reps and CP program managers to price custom decoration projects
- Work with decoration receiving to identify and resolve inbound blank goods without references
- Track decoration quality issues (damaged/blown-in production) and reorder goods
- Create work orders for replacement goods
- Process billing only orders for non-embroidery projects
- Create shipping memos when appropriate
- Process claim issues
- Quote on and order heat transfers for projects
- Coordinate with departments on decoration order statuses, timelines, rush orders, and order exceptions
- Oversee special projects for outside vendors

Kitting

- Quote kitting projects for sales reps and program managers
- Follow up on outstanding quote requests
- Coordinate with Kitting Manager to maintain workflow schedule
- Match kitting purchase orders to quotes and verify pricing
- Count and verify inbound kitting stock and match to projects
- Order supplies for kitting projects when goods are scheduled to arrive
- Track and communicate with sales reps/program managers on returns and re-shipments
- Upload and print shipping labels using appropriate software
- Pull tracking for projects and send to Kitting Manager/reps
- Close completed kitting POs and bill projects on completion

Requirements

- Ability to lift to 50 lbs. and stand or walk for extended periods
- Ability to work flexible hours as projects dictate
- Working knowledge of personal computer software, specifically with word processing, spreadsheet, and email programs
- Two years of related experience

- Strong interpersonal skills and proficiency in Excel
- Familiarity with inventory tracking, work scheduling, and billing preferred

Full-Time Regular - 8:00am - 4:30pm

(Geiger is an Equal Opportunity / Affirmative Action Employer)