



Corporate Information Coordinator

Precision Countertops is the leading custom countertop manufacturer in the Pacific Northwest. With over twenty five years of experience manufacturing and installing countertops, we have thousands of satisfied customers. We are currently recruiting for a **Corporate Information Coordinator** for our **Wilsonville, OR** location. Our success lies in the people we hire. We are committed to providing a personal and rewarding experience for every employee in our organization by offering a positive work environment and career advancement by promoting from within. If you are an innovative, service oriented team player and meet the following requirements below, we want to talk to you.

This position will be responsible for receiving, qualifying, entering and invoicing orders in our accounting and job tracking systems accurately. The information is used by Project Coordinators at the division level to contact customers in a timely manner (within 48 hours).

Responsibilities

- Order gathering
- Order processing
- Qualifying and checking pricing and promotions
- Communicate with Sales and Project Coordinators as needed regarding orders
- Order invoicing

Software programs used

- Microsoft Dynamics-GP
- Moraware Job Tracker
- Outlook

Qualifications

- Data entry experience
- Excellent computer skills
- Highly organized with ability to multi-task
- Detail oriented
- Self-reliant
- Ability to meet deadlines and manage high volume of data entry

Precision Countertops offers a competitive compensation and benefits package. To see a listing of all our current openings, please visit our website at www.precisioncountertops.com.

To be considered for this position, please submit resume and cover letter, with salary requirements, to careers@precisioncountertops.com or fax to 503-855-2084.

Precision Countertops is proud to be an Equal Opportunity Employer