



Position: Sales Support Associate

Job Type: Full-time

Location: Wood Dale, IL (Local candidates only)

Job Summary:

To ensure a smoothly-run supply chain through high levels of administrative duties that include order processing, answering telephone calls and emails, providing quality customer service, maintaining accurate records, preparing analytical reports, and inventory management and reconciliation.

Key Responsibilities:

- Check and respond to phone calls and email in a timely manner
- Process sales orders, arrange shipments, and update invoices
- Ensure computer entries are correct, maintained, and up-to-date
- Work with UPS and FedEx shipping software
- Resolve pricing discrepancies
- Investigate data and history
- Inventory management
- Occasional travel

Desired Skills and Experience:

- Keen attention to accuracy and detail
- Strong organizational and communication skills
- Ability to multitask
- Ability to work independently, as well as in a team environment
- Self-motivated
- Flexible and adaptable
- Proficient computer and Microsoft Office skills, especially Excel
- Minimum typing speed 40 WPM

Education Qualifications:

- Bachelor's degree or equivalent work experience

Benefits:

- Medical
- Dental
- Vision
- Life Insurance
- 401(k) Retirement Plan
- Paid-Time-Off
- Paid Holidays

If you would like to be considered for the MCA Corporation team of professionals, please email your resume and contact information to careers@mcappliance.com.