

Job Requirements

Job title: Order Clerk
Department: Customer Service
Reporting to: Customer Service Manager

- Experience with Microsoft Excel/Word/Outlook required
- Minimum 2 year college degree required
- Fluency in written and spoken English required

- Knowledge of office management systems and procedures preferred
- Experience with Peachtree software preferred
- Knowledge of surgical instruments preferred
- Minimum 2 years of customer service experience preferred

- Highly accurate, detail oriented, organized and thorough
- Reliable and responsible
- Excellent telephone skills
- Able to multitask and meet deadlines
- Strong communication skills and ability to follow written and verbal instructions
- Work independently with minimal or no supervision

- Position: non-exempt, full-time
- Office hours: 8:45am – 5:30pm