



680 Hayward St.
Manchester, NH 03103
603-622-3500
hr@marmon-ad.com

Sales & Supply Chain Associate

General Duties/Tasks:

- Daily customer service tasks such as quoting, order entry, and other routine inquiries
- Customer interaction via email and/or phone calls
- Planning/Releasing job cards to the shop floor
- Purchase order entry for raw materials
- Purchase order entry for other goods
- Assist with Kanban changes and additions

Skills/Qualification/Experience:

- Associates Degree/willing to obtain this degree or equivalent experience
- Must have strong communication skills
- Must be detail oriented
- MS Office experience required
- Must be self-motivated and able to work independently
- Prior customer service experience a plus

This is a salaried position that reports to the Inside Sales Manager

We offer competitive pay compensation, medical package and a 401k benefit package.