**Order Fullfillment Specialist (OFS)**

**Job Duties**

* Follow-up between receiving PO and ordering material (e.g. price and date changes).
* Contract Review
* Update all the changes that have been made (price or dates) on E-2 and material quotations.
* Create the template on Estimating for the Job Traveler.
* Follow up with customers when orders are expedited and follow through until shipping.
* Back-up quoting O/P such as bore & hone, drill, threads & EDM.
* Have all drawings, specifications latest revisions/information to process PO’s.
* Process order on E2 (Create job number & order number).
* Input part #s and prices from PO on E2 Estimating.
* Contact Customer if any discrepancies
* Mark up Drawing with Red Numbers.
* Make copies of drawings and attach another to router when If applicable.
* Create inspection report and notes.
* Save customers drawings and upload(Original Drawing & mark up) on estimating and original order/ when need it provide Inspection Report for Extra Pieces.
* Create ASN on SNC/ Print ASN Bar Code give to Shipping Department

**Qualifications**

* Strong Customer Service Skills
* Minimum 2+ Years Experience in related field.
* High Scool Degree & Some College.
* Organization and time management skills.
* Creativity.
* Excellent written and verbal communication skills.
* Accuracy and attention to detail.
* Handle pressure well.
* Problem solving.
* Responsible, organized, reliable, and punctual
* Computer skills: - Microsoft office.

This job description is not intended to be all-inclusive. Employee may perform other related duties as necessary to meet the ongoing needs of the company.