Cooperative Communications

Title: Technical Clerk/VOIP Clerk

Location: 412-420 Washington Avenue, Belleville, NJ 07109

Job Type: Full Time

Start Date: ASAP

Primary Responsibilities:

- Record, place and track orders for products and/or services.
- Operate computer terminal to log ordering and receiving and to retrieve and enter data in general.
- Perform a variety of clerical duties, such as typing, copying and compiling data, maintaining & filing records and reports, and handling paperwork.
- Provide assistance with basic tasks where requested and perform other related support duties such as shipping, inspecting, entering orders, inventory counts, etc. Compile and maintain records for the team. Prepare, issue, and send out packaging slips, mail, invoices, bills and receipts related to business activities.
- Prepare and submit shipments to shipping department.
- May prepare and submit purchase orders for suppliers.

Qualifications:

Must possess moderate to high computer skills; excellent organizational, self-motivated, and able to handle multiple tasks; strong interpersonal and communication skills; committed to providing exceptional customer service.

Application Instructions:

Please email resume to Rich Loalbo at rloalbo@cpvcom.net