

## Job Description

**Position Title:** Cabinet Ordering Specialist

**Reports to:** Director of Sales & Client Success

**Job Status:** Non-Exempt

### Position summary:

The Cabinet Ordering Specialist is the perfect position for someone that has ninja-level focus. You will need to be able to delve into a task with the mantra, "Can't stop, won't stop until it is complete". This position requires pinpoint accuracy and attention to detail. Are you comfortable working with deadlines and take pride in accomplishing a high volume of work?

### Essential Functions:

- Please add Functions of the position
- Weekly ordering for kitchen & bath cabinets with very specific deadlines.
- Check & Review Orders.
- Check Acknowledgements.
- Place Orders
- Working with Deadlines
- 7:00- 3:00? Works hours (The Early Bird gets the worm!)
- Takes pride in accomplishing a volume of work daily
- Familiarity or master skill level experience with the design program 2020.
- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Compile, copy/scan, sort, and file records of ordering activities.
- Maintain and update filing, inventory, and database systems, either manually or using a computer.
- Compute, record, and proofread data and other information, such as records or reports using computer software like Microsoft Office, QuickBooks, and company software.
- Other duties as assigned.

### Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Speaking - Talking to others to convey information effectively.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.

- Mathematics - Using mathematics to solve problems.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Attributes:**

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Written Comprehension - The ability to read and understand information and ideas presented in writing.

**Experience and Education:**

2020 Design Program Experience - 2 years

Prior Cabinet Knowledge Experience – 2 years

High School Diploma Required.

**Physical Demands:**

Action	Rarely	Occasionally	Frequently
Stand			X
Walk			X
Sit			X
Use hands to finger, handle or feel			X
Reach with hands and arms	X		
Climb or balance	X		
Stoop, kneel, crouch or crawl		X	
Talk or hear			X
Taste or smell	X		
Lift up to 10 pounds		X	
Lift up to 25 pounds	X		
Lift up to 50 pounds	X		

**While the company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlines, within the sole discretion of the Company, at any time, with or without advance notice.**

<b>Co. Representative Name</b>	<b>Co. Representative Signature</b>	<b>Date</b>
<b>Supervisor Name</b>	<b>Supervisor Signature</b>	<b>Date</b>
<b>Employee Name</b>	<b>Employee Signature</b>	<b>Date</b>