

Barium & Chemicals, Inc. is a global supplier of specialty inorganic compounds seeking high quality candidates who are positive, genuinely warm and friendly, self-motivated with a passion for serving others with excellence. Our products support diverse markets and industries such as the aerospace, military, automotive, mining, medical devices and supplies, and other industrial markets.

Steubenville, OH: **Inside Sales / Order Entry Specialist** to work in a fast paced manufacturing chemical facility. Full Time employment Monday – Friday 8:00 AM – 4:30 PM. Opportunities with our company span across a variety of functions and at all levels. 2 positions available.

Job duties include communicating verbally and through email with customers from initial product inquiries, quotes, order placement, and order entry into the manufacturing software while maintaining customer service follow up. Obtain and retain extensive product knowledge. Ability to utilize ERP systems, customer portals, Kanban systems, and customer generating order processing software to set triggers for customer needs and orders. Ability with an eye to detail to read customer RFQs, purchase orders, deadlines, coordinate with production and quality regarding customer requirement schedules. Ability to enter all quotes and orders into the computer system accurately and able to convert International Metric system into Imperial US pounds system. Promptly acknowledge all quotes and sales orders to customer received by end of day. Process all paperwork necessary for production to properly complete order. Develop strong relationships with customers by understanding their needs to provide forecasting to production. Responsible for the management of order entry and group emails to insure timely order entry and issue resolution. Follow communication procedures, guidelines, and policies. Work cooperatively with all teams and departments. Recognizes and report on product or process problems and offers suggestions for improved performance. Reviews production reports and keeps customers notified of order status. Shows support and respect for fellow team members and collectively assumes ownership of providing a positive customer experience. Cultivates an environment supporting our Corporate Quality and Mission Statement. Keeps work area neat, organized, and maintains quote and customer files. Performs other duties and projects as assigned by management.

Must have a reliable vehicle and/or transportation. Must be able to pass a pre-employment and random drug screens and a national criminal background check.

Qualifications: 1+ years of experience in an Order Entry or similar related role, Solid understanding of the quote, order entry and invoice experience, Prior experience with chemicals or hazardous materials a plus with the ability to exhibit a high degree of professionalism, customer service, and enthusiasm. Proficiency in Microsoft Office Products to include Outlook, Word and Excel and data entry is necessary. Demonstrate strong analytical and troubleshooting skills to investigate and resolve technical product issues. Attributes necessary; self-starter, multi-tasking, balance multiple priorities and projects in a fast-paced environment. Exhibit good organizational skills and strong time management skills. Superior listening, oral and written communication skills are required to communicate in a positive manner with internal and external customers, sales, and management both verbally and in writing. Employs a positive attitude towards change and learning new skills. Display the traits needed to analyze problems and select proper corrective action. As a part of the Barium Team, this person should anticipate and address customer needs in a timely, efficient, and qualified manner by telephone, email and other forms of communication. Responsible for onsite audits by customers and internal audits as required by ISO quality system. Neat and professional appearance and the flexibility to stay over working hours to finish the day's orders/quotes as needed based upon workflow. HS Diploma or GED required. Associates or Bachelors degree with concentration in the sciences and business is preferred.

Barium & Chemicals, Inc. is a drug free environment, and proud of our friendly, family-oriented culture with the following benefit programs for all fulltime employees; Health Insurance, RX plan, Dental, Vision, Term Life Insurance, Pension Plan, Paid holidays, and company paid Uniforms. Barium & Chemicals, Inc. will provide equal employment opportunities to all applicants without regard to applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability status, or any other status protected by federal or state law. The company will provide reasonable accommodations to allow an applicant to participate in the hiring process if so requested. Barium & Chemicals, Inc. is a second chance employer.

Outstanding work ethic, interested applicants should apply online for immediate consideration at www.bariumchemicals.com