



Tectran presently has a team of talented individuals who manufacture, warehouse and distribute parts for the Heavy Duty Truck and Trailer Market. While our primary manufactured products relate to the air and electrical tractor-to-trailer hookup lines, we also supply a range of over 9,000 parts to this market.

Currently we are seeking **VMI Support** to assist the Customer Service group.

The work schedule will be 8:30 a.m. to 5:00 p.m. Monday thru Friday

Duties and responsibilities:

- Analyze data to determine if product should be ordered or if sufficient quantity is in stock
- Communicate with customers via email concerning their orders
- Provide generated reports to customers
- Data entry of purchase orders using an ERP system

Required experience:

- Must have prior alpha and numeric data entry experience
- Prior customer service experience
- Attention to detail necessary
- Superior organizational skills
- Excel background is needed
- Associates Degree not required but would be helpful

TECTRAN IS AN EQUAL OPPORTUNITY EMPLOYER! We offer a competitive benefits package with a generous employer contribution toward our group Health plan and Voluntary Dental, Life, Supplementary insurance plans. PTO, tuition and position relevant Certification and Education reimbursement.

Please send resumes to jobs@tectran.com