

Dynamic family oriented Importer/Wholesaler of Home Décor Company, has an immediate opportunity for a Data Entry/Office Clerk.

Duties would include:

- Assist Purchasing Department with the day-to-day functions in a fast paced environment.
- Have experience working with digital picture files.
- Able to assist in order confirmations and filing.
- Coordinate purchase orders with customer orders.
- Key in, communicate, and check on the status of orders.
- Track and follow up on purchase orders
- Assist the Import Department.

Requirements;

- Must be a self-motivated individual
- Capable of establishing priorities
- Must have strong planning, organization skills, and analytical
- Excellent communication, interpersonal, and team skills
- Must be computer literate with Microsoft Word and Excel applications, and Navision software would be a plus
- Quick learner, highly motivated
- Detail oriented

If you meet the above requirements, please send your resume with a cover letter and salary history to: corinata@threehands.com or fax it to (818) 833-1212, attention Corina Ta.