



Promoting technical solutions to ensure your success with automation

www.logic-control.com

Order Processing Specialist

The Position:

We are seeking someone to work on our Sales Support Team for the position of **Order Processing Specialist**. This position puts a strong emphasis on customer service and passion for working out details. The ideal candidate will have purchasing and order fulfillment experience, preferably with software orders, basic business knowledge, and strong critical thinking skills. You will have the opportunity to work with many different types of customers and vendors throughout your day as you process orders for several different product lines.

The Requirements:

- We prefer at least two years of college and/or experience with order processing.
- Computer literacy in Microsoft Office, e-mail with ability to type well, at least 45wpm, and some basic background with accounting programs.
- Proficiency on the internet for searching and locating information quickly.
- The ability to quickly learn new software applications, and our internal CRM/ERP system.
- Must be proficient in basic math skills.
- Time management and attention to detail are crucial in this position.
- This job requires honest communication with both our customers and vendors as well as with all Logic employees. As a company we make customer service our focus and strive to meet customer expectations.

The Company:

Logic Inc. is a Kansas City-based distributor of industrial automation products typically used in manufacturing. We have been in business over 30 years. Logic, Inc. serves to combine both the technical and commercial aspects of applying technology. Our main areas of focus are programmable controllers, operator interface hardware and software, industrial computers, precision motion control products, and many types of other software used in manufacturing. Our main office is in Olathe, KS with additional offices in St. Louis, MO, Wichita, KS, Springfield, MO, and Omaha, NE. We are a high-tech, fast-growing company with small business priorities. We offer comprehensive benefits and the opportunity to bonus.

This position is 8:00am-5:00pm Monday through Friday.

***Benefits include good health insurance, paid holidays, 401k, flexible spending, profit sharing, and bonus potential.

Logic, Inc. is an equal opportunity employer.