



https://intscanada.com/job/%e6%9c%8d%e8%a3%85%e5%85%ac%e5%8f%b8-2/

## Order Entry Clerk

### Description

Local Marketing, Promotional Apparel & Custom Uniform Apparel Company in Markham Seeking to hire Temp to Full Time Position in Order Entry Production Department.

### Responsibilities

- Follow up with suppliers and making sure all orders are done on time and correctly.
- Follow up with clients on artwork approvals, delivery timeframe, etc.

### Qualifications

2 to 3 years experience in same industry or similar doing this role

- assets would be willing to learn

- basic knowledge and experience using Microsoft Programs and Order Entry Program

### Job Benefits

- Dental care
- Extended health care
- On-site parking
- Vision care

### Contacts

Send your resume to [intsconsulting.hr@gmail.com](mailto:intsconsulting.hr@gmail.com)

### Hiring organization

INTS Consulting

### Employment Type

Full-time

### Job Location

Toronto

### Base Salary

\$ 15 - \$ 18

### Date posted

2023-02-22