Job Posting: Customer Service Associate

Echelon Biosciences is a Salt Lake City-based, world-recognized supplier of novel research and drug discovery products. Echelon is looking for a Customer Service/Order Fulfillment agent to join the company.

This may be a part-time position for general office/customer service position to field customer inquiries, process incoming orders, process invoicing and bills, and other general duties as assigned. Schedule is Mon-Fri and is considered an hourly position requiring 30-40 hours per week.

Responsibilities include, but are not limited to:

- Primary sales order contact; Process orders via website, email, telephone, and fax.
- Customer service response/communication with customers, processing of some quotes.
- Daily collaboration with shipping, purchasing, manufacturing, and lab personnel.
- Understanding of Microsoft Business Central Accounting Program, Outlook, Excel, Word, Zebra Labels a plus. Training provided as needed.
- Completes sales invoicing and mailing to customers.
- Processes approval of credit card transactions at time or order/shipment.
- Customer service contact for issues relating to order, shipping, and billing.
- Management of AP/vendor bill entry.
- Maintenance of office duties such as: sorting and prioritizing mail, monitoring office supplies and ordering as needed, filing of customer and vendor records.
- Coordinates IT service and meeting room scheduling.

What the associate can expect in return:

- An attractive wage and benefits package
- The opportunity to become an important contributor in helping Echelon grow and reach its goals

For more information, visit our website at www.echelon-inc.com, email you resume to echelon@echelon-inc.com or mail to 675 Arapeen Drive Ste 302 Salt Lake City, UT 84108.

Echelon Biosciences, Inc. is an Equal Opportunity Employer.