



## **Kitchen and Bath Order Specialist**

**Multi-Housing Depot by ARI** – a wholesale manufacturer and distributor of kitchen & bath doors, cabinets, counter tops, appliances, windows, patio doors and closet organizers to the multi-housing industry.

Provides internal and external customer service and satisfaction, end to end order fulfillment; coordinate and follow up with departments to ensure the timely flow of product procurement, production, assembly and delivery of product to our customers.

### **Responsibilities:**

- Accurately and timely verify and process kitchen and bath cabinet and countertop quotes and orders to customer specifications.
- Work closely with Territory Sales Manager on a daily basis.
- End to end order fulfillment.
- Review and revise kitchen and bath design layouts.
- Plan, prioritize and expedite daily work activities and schedules.
- Identify and timely resolve problems.
- Follow up and work closely with Sales staff, Production and Design departments and customers.

### **Skills:**

- Familiar with measurements, designs, layouts and installation.
- Computer – Excel, Outlook, Word
- Strong time management; able to meet multiple tight deadlines.
- Problem solving and analytical.
- Communication and Customer Service
- Highly organized and thorough.
- Strong math aptitude
- Work with minimal supervision.

### **Experience:**

- Undergraduate Degree is desired, certifications & experience can be substituted for education
- CRM, Crystal and Profit 21.
- Adobe Acrobat
- Kitchen / Bath cabinets and countertops background
- 1+ years previous experience in a manufacturing environment preferred

**Working Schedule: Monday – Friday 8:30 – 5:00**

**As part of our pre-employment process, we require that applicants agree to submit to drug, alcohol and background screenings.**

**We offer a comprehensive benefits package that includes:**

- **Section 125 Major medical, health, prescription and dental plans**
- **Flexible Spending Accounts**
- **401K with company match**
- **Company paid Life/ LTD/AD & D Insurance**
- **PTO and Holidays**
- **Direct Deposit**

**Applicants can visit our website [www.multihousingdepot.com](http://www.multihousingdepot.com) for an application to complete, sign and forward with resume to [hr@multihousingdepot.com](mailto:hr@multihousingdepot.com)**