



CONTRACT SALES/ORDER ENTRY CLERK

FISHER HAWAII is currently seeking an Order Entry Clerk for our Contract Sales Department. If you are courteous, honest, and ambitious with an upbeat attitude and enjoy working in a fast-paced environment, then FISHER HAWAII may be the right place for you.

JOB DESCRIPTION:

- Create accurate computerized sales orders
- Input walk-in customer orders
- Assist Order Puller
- Provide assistance with inquiries and quotes

REQUIRED QUALIFICATIONS:

- Able to lift 25 lbs.
- High School graduate or equivalent.

PREFERRED QUALIFICATIONS:

- Knowledge of word processing and spreadsheet or willingness to learn.
- Prior experience in an office setting.
- Prior experience in customer service.
- Ability to work under minimal supervision.
- Attention to details with great follow-up skills.

WORK HOURS:

- 40 hours/week;
- Flexible schedule from 7:00am to 6:00pm

COMPENSATION:

- Hourly - To Be Determined – based on experience.

BENEFITS:

- HMSA medical, prescription, dental and vision insurance coverage.
- Holiday, vacation and sick leave
- Participation in 401K
- Employee Discounts

PLEASE SUBMIT YOUR RESUME.