



Order Entry | Inventory Control Associate

Mayco Colors- Hilliard, Ohio

Mayco Colors seeks to hire an Order Entry/Inventory Control Associate to join its team at its Hilliard, Ohio facility. This role has dual responsibilities. In the Order Entry role, this person accurately and efficiently processes all incoming orders and performs other customer service related tasks. In the Inventory Control role, this person is responsible for recording inventory related transactions including warehouse transfers, new item set up, etc.

What You Will Do | Role Responsibilities

Essential job functions, include but are not limited to,

- Process incoming orders via email, fax, phone from our customers with a high degree of accuracy, efficiency, and courtesy.
- The ability to establish and maintain good relations with customers by providing courteous, efficient, and professional service is a must.
- Inquire, research, and provide customer feedback on the status of customer orders, invoices and return authorizations.
- Handles customer questions and routes customer requests to appropriate departments.
- Reviews orders for accuracy and completion.
- Sorting and filing of company documents.

About You | Qualifications

Candidates who possess the listed skills and experience are encouraged to apply.

- High School Diploma / GED.
- Excellent Math Skills
- Strong Administrative skills with proficiency in order entry, word processing and spreadsheet
- Ability to process large volume of transactions with high accuracy
- A minimum of 2 year of relevant experience.
- Strong communication and interpersonal skills.

About Us

Mayco, founded in 1954, produces ceramic glazes and products for artist around the world. Our mission is to ignite creativity and inspire ceramic artists at all levels of expertise. Through our award-winning techniques and highly praised educational programs, we spark imagination and encourage users to explore the world of ceramics and Mayco.

Our people are the heart of our company. Their passion for ceramics, dedication to our consumers and commitment to quality in everything we do is unmatched. The range of experience we have on the team includes manufacturing employees with over 30 years of service, former PYOP, clay and traditional studio owners, art educators with active teaching certificates, and recent Fine Arts graduates from several area colleges. This mix assures the



preservation of our founding principles, infused with practical experience and fresh creative perspective and energy

We offer comprehensive benefits including a 401k plan with employer matching. To learn more about our company, please visit www.maycocolors.com.

To apply, submit a resume to careers@maycocolors.com

Equal Opportunity Employer