

**Position Title:           Customer Service-Order Administrator**

**Position Description**

As a part of our Customer Service, you will be responsible for vendor special pricing and bids. You will interface with sales on a daily basis to create and tag orders with special promotions. You will assist in managing ongoing Vendor Programs within the Group. You will process Atlas backend adjustments as directed by your Supervisor. You will be expected to create and maintain records/files pertaining to programs and backend adjustments.

Because of the wide variety of activity within this group, you will be expected to provide support in all areas as the day to day business requirements dictate. Initiative and teamwork are an essential component of this job function. This team works on a weekly rotating schedule basis. You must be willing to work overtime especially at the end of the month and/or quarter.

**Qualifications:**

- High School graduate a must, Associates degree a big plus
- Good math skills required
- Knowledge of excel is a must
- Good written and oral communication skills
- Ability to multi-task
- Attention to detail is a must!

**We offer:**

- Progressive Compensation Package (base salary and commission)
- Healthcare Benefits (Medical, Dental, Vision and Prescription Drugs)
- 401k with Employer Match
- Tuition Reimbursement
- Paid Time Off
- Life Insurance and Disability Coverage
- On-Going Training & Development
- Advancement Opportunities

**Company Overview:**

Westcon Group is the world's leading specialty distributor in networking, security, mobility and convergence. We provide the most effective route to market for our vendors, the highest levels of support to our customers and through our success and

growth, the industry's best employee experience. We are comprised of individual operations under the Comstor (Cisco-focus), Voda One (Avaya-focus) and Westcon (Nortel-focus) brands, creating a global distribution business throughout North America, Africa, Asia, Australia, Europe and South America.

Vision: We believe that building and enabling unique and effective routes to high growth advanced technology markets is key to ensuring fundamental growth for customers and manufacturers. We achieve this through recruitment, retention and delivering ongoing value to best of breed and best in class vendors/manufacturers, customers and employees.

Visit our website at [www.westcon.com](http://www.westcon.com) for more information.

*Westcon Group is an AA/EO employer and actively seeks candidates from diverse backgrounds.*