

TENSILITY

Job Description: Business Process Administrator

Date: August 6, 2020

Summary

Tensility helps engineers to bring their projects to life. We design and source products to support customers from conception through production. Our passion is to connect customers to information and products through first class, efficient, customer-centric systems.

The business processes administrator is integral in keeping the flow of product to customers streamlined and accurate. This role works closely with sales, vendors, and customers to process, track, and deliver orders in a timely and efficient manner. It is particularly dependent on a person who is very detail-oriented.

Tasks include:

1. Sales
 - a. Processes orders, generates appropriate paperwork, and follows-up on all processes.
 - b. Communicates with customers and vendors to ensure seamlessness and to keep all parties informed.
 - c. Supports sales in other tasks, i.e., compiling price lists, updating shipping information, part number creation, etc.
 - d. Processes invoices and payables related to customers and product orders.
2. Logistics & purchasing
 - a. Keeps track of all orders, from start to completion, and follows up with vendors about scheduling.
 - b. Coordinates drop shipments, sea shipments, and consolidation.
 - c. Sends tracking and other shipment information to customers and vendors.
3. Distribution
 - a. Manages stocking distributor ordering, inventory, and special needs.
 - b. Manages new product data.
4. Other
 - a. Employee may at time be asked to participate in other activities and functions that contribute to the company as a whole, including: answer phones, prepare shipments, marketing efforts, quality control
 - b. Other activities which may be special skills of employee and become part of permanent job description.

Knowledge and Skills Requirements

- Bachelor's degree
- Detail-oriented, numbers-oriented
- Advanced reading, writing, and arithmetic skills required. Ability to create, compose, and edit written materials.
- Strong interpersonal and communication skills.
- Able to work in a team atmosphere as well as do independent work.

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- Ability to work in an entrepreneurial and changing environment.
- Desire to learn and push personal limitations.

Working Conditions

Working conditions are normal for a professional office environment.