

## Activities Coordinator

Location: Easley, SC

Job Order Number: 608197

- High School Diploma required. Prior Non-Profit experience preferred. Prior experience in working with seniors and volunteers strongly preferred.
- Proficiency in Microsoft Office (Word, Excel, Publisher, PowerPoint, Outlook) and Internet.
- Good written and oral communication skills.
- Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- Multi-cultural sensitivity - demonstrate a sensitivity and awareness of diversities in people and cultures.
- Knowledge of community, nutrition and wellness resources.
- Ability to build rapport and work as a team within the Meals on Wheels organization and with outside partner agencies.

## Customer Service/Production Control Coordinator

Location: Belton, SC

Job Order Number: 608077

- Process customer orders and acknowledgments.
- Take ownership of assigned accounts.
- New part set-ups.
- Backup for other personnel as required.
- Assist customers with expedites, proof of deliveries, and other documents.
- Other duties assigned.
- Associate's degree or equivalent in work experience required.
- 3-5 years of customer service experience preferred.
- Use of multiple operating business systems such as SAP; proficient in Microsoft Office.

## Maintenance Technician

Location: Central, SC

Job Order Number: 608833

- Must have a minimum of a HSD/GED.
- Must have verifiable experience performing mechanical work, repairing machinery, and verifiable prior training in the area of Industrial Maintenance.
- Will work 10 hour days.
- Will identify mechanical problems and perform mechanical repairs as needed.

## Sales Order Manager

Location: West Union, SC

Job Order Number: 608225

- Assist Customer Service Reps.
- Monitor and control finished good inventory levels.
- Interface with COE Reps, Sales & Marketing, customers, solutions delivery and the factory to insure customer deliveries are met.
- Meet customer required ship dates.
- Process and schedule customer orders for delivery as requested.
- Document, present and collect letters of credit and manage without penalties.
- Monitor company KPI's to assure team is on target.
- Analyze processes and implement process improvements to drive overhead cost reductions and efficiency gains.
- Education: Bachelor's degree in related field or equivalent experience.

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3/23/2015