

Blue Valley Tele-Communications/Networks Plus is looking to hire an additional Customer Care Administrator/Purchasing Clerk in the Manhattan, KS office.

Duties include:

- Triage service & support requests by both phone and email
- Scheduling and dispatching IT technicians
- Working interdepartmentally with Service and Consulting departments
- Engaging with distributors and suppliers
- Preparing & Receiving Purchase Orders
- Monitoring and managing inventory

Key Requirements:

- Delivering an exceptional customer experience
- Proficient with basic computer applications
- Ability to learn and adapt to new software and digital tools relevant to the role
- Detail oriented with the ability to prioritize tasks
- Ability to effectively communicate with employees, vendors, and customers by both phone and email
- Ability to lift up to 50 pounds
- Valid driver's license

Education/Experience:

- High School Diploma or equivalent, required
- Associate's degree, preferred
- One year purchasing/inventory control or related experience, preferred.
- One year IT or related experience, preferred
- One year experience business to business interactions, preferred
- Experience with Professional Services Automation software or equivalent, preferred

Blue Valley is an equal opportunity employer.

Please send resume to Human Resources, Blue Valley Tele-Communications Inc., 1559 Pony Express Hwy, Home, KS 66438, or email to hr@networksplus.com.