

Blue Valley/Networks Plus has an opening for a Customer Care Administrator/Purchasing Clerk
This position will be based out of the Manhattan, KS office.

Duties include:

- Delivering an exceptional customer experience
- Triage service 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
- Maintaining files

Key Requirements:

- Detail oriented with the ability to prioritize tasks
- Ability to effectively communicate with employees, vendors, and customers by both phone and email
- Computer proficiently (Word, Excel, Outlook)
- Ability to lift up to 50 pounds
- Valid driver's license

Education/Experience:

- High School Diploma or equivalent, required
- Associates 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