

Customer Service Representative/Sales Support

Osborne Coinage Company (the leading manufacturer of coins and medallions in the US) has an immediate opening for an **experienced Customer Service Representative/Sales Support**.

This is an outstanding opportunity to join one of Cincinnati's oldest and best companies with a rich history dating back to 1835. Osborne's coins, tokens and medallions have been a significant part of U.S. history for over 180 years.

Mission: Maintain the critical information link that connects the various departments within our company (i.e. Sales, Engraving, Production, Shipping and Accounting) to our customers.

This position requires 2 + years of CSR experience (an associate or bachelor's degree in Business or Manufacturing Mgt., a plus), or equivalent, in a fast pace **manufacturing environment**. The CSR performs clerical duties required to process orders from customers for distribution to proper departments, entering stock number, quantity, price, etc. Responds to customer telephone or written inquires concerning order status, transportation quotes and ship dates. Must be familiar with standard concepts, practices and procedures working under general supervision; have strong verbal and written communication skills and the ability to work well with both internal and external customers. This person must also have prior experience with Order Entry, Accounts Payable, Accounts Receivable, Invoicing, Freight Quotes, Conflict Resolution and Inventory Management. **Must be proficient in Microsoft Office Suite. Must be able to multi-task with strong attention to detail!**

Manufacturing Experience Preferred!

We offer a competitive compensation package including: 401K, profit sharing, and in-house fitness center. Physical and background check required. For immediate consideration submit your resume to diann@osbornecoin.com or Osborne Coinage Company 2851 Massachusetts Ave., Cincinnati, Ohio 45225.