

## **Drake Plastics Ltd. Co.**

### **Position: Customer Service Professional**

Drake Plastics is looking for a Customer Service Professional comfortable operating as part of a fast-paced commercial team. The team provides all point of sale services for customers around the world including quoting, negotiating, sales follow up, order fulfillment including shipping functions and all certification documentation. Candidates must be able to multi-task, with attention to detail, be friendly, dependable and display a positive attitude in person and over the phone. Experience with Quickbooks, MS Office and an ERP system in a manufacturing business is helpful. Recent college graduates and individuals with a demonstrated track record of success in a similar role will be considered for this full time position.

If you are...

- ✓ An excellent communicator, both written and verbal (in-person and via phone)
- ✓ Organized and able to multi-task
- ✓ Detail oriented
- ✓ Able to lift heavy boxes, package products up to 35 lbs.
- ✓ Friendly
- ✓ Diligent
- ✓ Quick learner
- ✓ Dependable
- ✓ Self-motivated
- ✓ Team oriented – ability to work with lots of departments

And have...

- ✓ Knowledge of MS Office, Quickbooks, Global Shop or other ERP system a plus
- ✓ Sales experience
- ✓ A strong work ethic
- ✓ A positive attitude
- ✓ College degree
- ✓ An interest in being part of forward thinking, fast growing company

Apply online at [jobs@drakeplastics.com](mailto:jobs@drakeplastics.com). Walk-ins will be disqualified.

Applicants should submit a cover letter and resume with evidence that your background fits the job description above. All college degrees, backgrounds and experience details will be considered. If you have the above characteristics you will be a welcome part of our team.

Drake Plastics is a lean manufacturing business focused on the processing of high-performance polymers located in Cypress, Texas, with expertise in extrusion, injection molding, machining & prototyping. Operating since 1996, we are an industry leader and supplier to worldwide companies within the aerospace, medical, semiconductor and oil and gas industries. We take pride in our forward leaning approach to business and our workplace flexibility.