



Position: **Order Entry Processing Specialist**
\$40-50K | Full-time | New York City

We are excited to announce an opportunity to join our dynamic team at Spandex House, Inc. as an Order Entry Processing Specialist in our Shipping Department. We are seeking an enthusiastic and detail-oriented individual to play a pivotal role in our operations.

Responsibilities:

- Manage order entry and processing, ensuring accuracy and efficiency in all transactions related to outgoing shipments.
- Coordinate with various departments to ensure timely and accurate fulfillment of orders.
- Prepare shipping documentation, including labels, invoices, and packing lists.
- Resolve any issues or discrepancies related to orders, shipments, and deliveries.
- Implement and uphold quality control standards for all outgoing shipments.

Requirements:

- Prior experience in a similar role within the textile or related industry preferred.
- Proficiency in order entry systems and shipping software.
- Strong attention to detail and excellent organizational skills.
- Knowledge of shipping regulations and compliance standards is a plus.
- Proficiency and efficiency in data entry.

We offer a competitive salary and a supportive work environment that encourages growth and development. Salary commensurate with skills and experience, ranging from \$40,000 to \$50,000 per year.

If you possess a keen eye for detail and thrive in a collaborative setting, we would love to hear from you. Join us in shaping the success of Spandex House and contributing to our commitment to excellence in every shipment.

To apply, please submit your resume and a cover letter detailing your relevant experience and why you would be a great fit for this role to Sabu@spandexhouse.com.

ABOUT SPANDEX HOUSE, INC.

Spandex House is one of the largest spandex suppliers in the world with a global client-base. Established in 1991 and based in NYC Fashion District, the company has stood by its strong morals and principles for supplying customers with the best fabric selection at the lowest price. Visit www.spandexhouse.com to learn more.