



## **SCHEDULING REPRESENTATIVE**

United Window & Door Mfg. Inc. Vinyl Window & Door Manufacturer located in Springfield, New Jersey. With more than 10 years of double-digit growth, our company is looking to build and expand our busy production department.

We are looking for a Scheduling Representative to join our production team. This candidate will be responsible for the data entry, maintenance, and coordination of the weekly production schedule within the production scheduling department.

### **Knowledge, Skills, and Abilities:**

- **Bilingual English / Spanish a must.**
- Exceptional customer service, data entry, communication, and organizational skills.
- Collaborates effectively with multiple individuals and multiple departments in a cross-functional, team-oriented environment.
- Excellent problem-resolution skills.
- Ability to multi-task, and make decisions in a fast-paced, high-volume environment.
- Strong system skills, working knowledge of Excel.
- Flexibility in responding to change or business needs.
- Ability to accommodate non-traditional work schedules.
- Excellent attendance and punctuality.

**This position's work schedule will be from 3 pm to 11:30pm. Training will be paid.**

### **Compensation package includes:**

- Competitive salary
- Medical, Dental, RX, and Vision
- Short- & Long-Term Disability Insurance
- Life Insurance, term and voluntary
- Flexible Spending Accounts, Healthcare, Dependent Care and Commuter
- AFLAC Insurance plane
- 401k program with Company Match
- Paid PTO and Holiday pay

*We are an equal opportunity employer.*