



Order Management Specialist

Are you a detail-oriented person who loves people, project management, and processes? We have a job for you!

Schammerhorn, Inc. is a local, family owned window treatment company looking for a positive and organized person like you to help manage our commercial and residential projects and work with customers. We sell and install a wide variety of window treatments including Hunter Douglas, Graber, Norman Window Fashions, Lafayette Window Fashions, and more.

How to Apply

Email us at:

lisa@schammerhorn.com

As an Order Management Specialist, a typical day might include the following:

- Receiving multiple product shipments (think moving/organizing 40lb boxes) and processing the paperwork
- Setting daily schedules for our installers and managing changes that come up throughout the day
- Answering the phone with a smile and helping our customers
- Assisting the sales staff with orders
- Keeping the showroom in tip-top shape
- Processing orders from our sales staff – entering data in the computer and following our procedures to ensure successful project completion
- Answering questions of sales staff and customers about the current status of their projects
- Introducing a client to our product line, answering questions, and directing them to a specific option(s) to help meet their needs
- Finding parts to help fix a blind or shade
- Developing relationships with contractors, vendors, and customers by getting to know them on the phone or in person
- Boxing up a shipment and getting it in the mail
- Teaching a team member how to do something more efficiently

This job might be for you if:

- You enjoy solving problems, taking on challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.
- You like helping people. You are patient, levelheaded, and cool under pressure.
- Teaching someone something new makes you feel warm and fuzzy inside.
- You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused and nothing falls through the cracks on your watch.
- You think on your feet. You like learning new things and you can learn quickly. When things change, you know how to roll with the punches.
- You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.

- You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of the time you spend with us and truly make a difference.
- You like working as a team. Helping everyone succeed is your mission and you thrive working in a busy environment.
- You navigate the Windows computer operating system with ease. Gmail and Google Calendar are your friends. You can get your work done easier and faster if you can do it on the computer.

To land this job, you need to have some experience with project and order management. You don't need to know everything about window treatments – we can help with that if you are a fast learner and ready to jump in with both feet. Just make sure we can see where you picked up your organizational skills somewhere in your cover letter or resume.

The Perks

- Paid Vacation and Sick Leave
- Paid Holidays
- Healthcare Assistance
- Monday – Friday work week
- A family oriented, awesome team
- Full-time, hourly position – Some flexibility available
- A stable business environment, Schammerhorn has been around since 1932!
- Locally owned, Wichita proud
- Centrally located in the Delano District