



Supply Chain & Sales Administrator

May 26, 2023

Company Overview: Founded in 1953, Doran Manufacturing (Blue Ash, Ohio) is a privately held, management-owned business that provides safety and maintenance monitoring technology, products and service for commercial vehicles to customers in 46 countries around the world.

Who We Are:

- Mission: Our team creates trusted commercial vehicle solutions through service, innovation and continuous improvement
- Vision: To be a global leader in safety and maintenance monitoring technology
- Culture: Through a proper life/work balance, we empower individuals to actively contribute and grow by investing in their careers while serving our customers and our community

We are growing and our company recently moved to a new facility in Blue Ash, Ohio. We are looking to add the next great person to our team as a full-time Supply Chain and Sales Administrator. This person will be an integral member of our team and help us to continue to provide unparalleled service and support to our customers. We are looking for a trustworthy and detail-oriented individual with excellent communication, organization and process management skills who will flourish in an energetic team environment with a growing and thriving company.

Position Summary

- You will work to support the Director of Supply and provide assistance related to item maintenance, inventory and production reporting along with various projects to optimize the efficiency of our supply chain
- You will also work closely with the sales team and Sales Coordinator as a critical resource to provide a high level of support related to order entry, invoicing and order processing
- You will be an internal resource for our customers and proactively communicate with them about order verification and shipment status, including some order entry responsibilities
- Other tasks required to take care of our customers' problems as if they are our own

Preferred Qualifications

- Strong work ethic, self-motivated with a consistent and professional demeanor with the ability to be calm under pressure
- A minimum of two years in a customer facing role in an office and team environment is preferred
- Proficiency with Microsoft Office Suite (Outlook, Word, PowerPoint, Excel) software
 - A minimum of two years of working with CRM and ERP software is preferred
 - Doran utilizes Acumatica
- Ability to work collaboratively with internal team members
- Creative thinker with a willingness to learn, who picks up concepts quickly and brings new ideas to the company
- Exceptional attention to detail, multi-tasking skills with the ability to handle interruptions
- Customer focused and positive attitude with the ability to establish and develop rapport with a variety of personalities

Key Objectives/Top Performance Results Expected:

- Must fit into the culture and values of Doran by possessing a teamwork mindset with a continuous improvement focus and a drive to succeed
- Productivity and quality must meet or exceed Doran's ISO standards
- Must be able to think and perform job tasks independently and work effectively as a member of a cohesive team
- Maintain an organized, clean, and safe working environment

Additional Details

- Full-time position (40 hours/week)
- Office hours are Monday through Friday, 8am – 5pm or 7:30am – 4:30pm (Eastern)
- Competitive compensation and benefits (PTO, insurance, 401K with company match)

To apply, please send your resume to careers@doranmfg.com

To learn more about Doran Manufacturing, please visit www.doranmfg.com