

GMG America is looking for a

## Order Administrator and Office Assistant (f/m)



GMG, as a leading provider of innovative applications for the graphics industry, has successfully established many pioneering solutions in the market within the last 30 years. Today GMG with its over 100 employees and offices in the US, England, France, Germany, Japan and China is the world's leading provider of high-end color management and proofing solutions. This is proven by numerous awards as well as the fact that the largest print buyers in the world are using GMG products to assure consistent results.

The Order Administrator and Office Assistant position consists of processing orders of software, literature, marketing samples, and assisting when needed with media (photographic paper), through the use of Quickbooks and Microsoft Dynamics CRM. Entering expenses, assisting in customer relations, answering telephone, receiving delivers and greeting customers. Assist Operations Manager with daily tasks. Minimal travel is optional.

### Your role:

You provide fulfillment, shipment and notification of orders to dealers/endusers, to ensure orders are fulfilled accurately (that all orders have correct part numbers, pricing, and descriptions) and in a professional manner. All orders must be turned around with 24-48 hours, assuming there are no unforeseen circumstances. You would assist in warehouse operations, including weekly inventory reports of all items and warehouse organization. You would also update customer information in multiple databases and provide support to colleagues as required. In addition, you will also be responsible for assisting with expenses, inputting the credit card transactions, assisting with customer payments, coordinate weekly lunches and catering for special events and following up with customers. Your position reports to, works with, and backs up operations manager. These responsibilities may change over the course of your employment and are not ment to be definitive nor in perpetuity.

### Your profile:

Knowledge of Microsoft Office; Quickbooks is preferred

### We offer:

- Exciting, varied tasks in an highly innovative environment
- Excellent career growth opportunities at an international working environment
- Competitive pay & flexible working hours

If interested, please email [Danielle Pinnetti](mailto:danielle.pinnetti@gmgcolor.com),  
Operations Manager, for inquires:  
[danielle.pinnetti@gmgcolor.com](mailto:danielle.pinnetti@gmgcolor.com)



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