

Job Title: Order Processor

Location: Sterling, VA (20166)

Company Overview

Magnolia Cabinets is a leader in the kitchen cabinetry industry, celebrated for our exceptional craftsmanship and innovative designs. We are committed to delivering high-quality products and outstanding service to our customers.

As we continue to grow, we are looking for a **detail-oriented and motivated individual** to join our team as an **Order Processor**. No prior experience is required—we provide comprehensive training for the right candidate!

Position Summary

The **Order Processor** is responsible for managing and ensuring the accuracy of customer orders from start to finish. This role requires excellent attention to detail, the ability to follow processes meticulously, and strong communication skills.

If you're looking for an opportunity to learn and grow in a supportive environment, this could be the perfect fit for you!

What We Offer

- **Comprehensive Training:** Learn everything you need to succeed, even if you have no prior experience.
 - **Competitive Salary:** Based on your qualifications and performance.
 - **Benefits Package:** Including health, dental, and vision insurance, paid time off, and more.
 - **Career Development:** Opportunities for advancement within our growing company.
 - **Supportive Team Environment:** Work with a friendly and collaborative group of professionals.
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Responsibilities

- **Order Entry:** Input customer orders accurately into the system, ensuring all details such as product specifications, quantities, and delivery information are correct.
 - **Quality Assurance:** Double-check order details to ensure completeness and accuracy.
 - **Communication:** Work closely with sales, production, and shipping teams to ensure timely processing and fulfillment of orders.
 - **Customer Support:** Address customer inquiries and provide updates on order status.
 - **Data Management:** Maintain organized and accurate records of orders and invoices.
 - **Problem-Solving:** Assist in resolving order-related issues such as discrepancies, changes, or delays.
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Qualifications

- **Education:** High school diploma or equivalent.
 - **Experience:** No prior experience required. We provide full training!
 - **Attention to Detail:** A meticulous and organized approach to work is essential.
 - **Technical Skills:** Basic knowledge of Microsoft Office (Excel, Word, Outlook) is preferred but not required.
 - **Communication Skills:** Clear and professional verbal and written communication.
 - **Team Player:** Ability to work effectively in a team-oriented environment.
 - **Eager to Learn:** A willingness to learn new skills and take on challenges.
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Job Details

Job Type: Full-time

Location: Sterling, VA (20166)

Pay: Competitive and based on qualifications and performance.

Benefits:

- Health, dental, and vision insurance
- Paid time off (vacation, sick leave, and holidays)

- 401(k) with employer matching
- Parental leave
- Life insurance

Schedule:

- Monday to Friday
 - 8-hour shifts
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Why Join Magnolia Cabinets?

At Magnolia Cabinets, we believe in fostering talent and providing opportunities for growth. As an **Order Processor**, you'll play a key role in ensuring customer satisfaction and the smooth operation of our business. With comprehensive training and a supportive team environment, you'll have everything you need to succeed and build a rewarding career.

How to Apply

If you are detail-oriented, eager to learn, and looking to grow your career, we encourage you to apply! Submit your resume, and we'll reach out to discuss the next steps. We can't wait to welcome you to the Magnolia Cabinets team!