**Customer Account Specialist**

West Allis, WI

Hourly + Bonus after training is complete

Seeking a self-motivated, hardworking and lively individual to help the momentum of our culture continue to grow. You will provide exceptional customer service and become an intricate element of our progressive team environment.

**As a Customer Account Specialist, you are given the opportunity to:**

* Build sustainable relationships of trust through open and interactive communications to both internal and key external customers.
* Enter Key Account orders that are emailed and phoned in, maintain stocking levels and ensure customer satisfaction.
* Translate customer needs and expectations to estimating, production, purchasing, quality, and shipping.
* Work as part of a team to help our customers solve problems.
* Be a part of a team that supports and pushes one another towards a common goal of growth

**The individual in our Customer Account Specialist role should:**

* Have at least 3 years of customer interaction experience in a manufacturing, converting, or printing field.
* Ability to prioritize, multitask and deal with varying degrees of deadlines.
* Be Microsoft office proficient
* Be able to communicate effectively on the phone and in email to all levels of individuals.

**We offer:**

* A fun and friendly, team-oriented work environment.
* Full benefits after 60 days of employment.
* Employee first environment.
* Continually evolving and expanding culture.

**About Addev Materials Converting**

At ADDEV Materials Converting, we have been serving the converting needs of our customers for over 30 years. We aim to provide the same convenient, quality service that has made us a leader in the converting industry. We can provide design and manufacturing services to power generation, building, automotive, medical device and other markets as well.

Virtually any type of material supplied in a roll format can be converted within our facility. Regardless of the customers’ need - slitting, sheeting, spooling, die cutting, printing, light assembly, product development or supply chain enhancement - we are poised to respond to the demands of a broad spectrum of markets with the right material, the best converting and the tailor-made solution.