

# What is your Peace of Mind?



All around the globe customers rely on our safe connecting solutions. But we are also a reliable partner for our employees. About 1,800 colleagues in more than 30 countries play their part in ensuring that our products optimally combine mission-critical components. Whether it's motors, airbags or heart pumps – every day we develop connecting solutions for a wide variety of industries and thus take important steps towards a better future. Would you like to be a part of it? Find your peace of mind!

Oetiker, Inc was established in 1981 in Marlette, MI. Clamp production got underway that same year to service the automotive and industrial applications markets in North America. In 1997, Oetiker built a brand new 70,071 square foot Clamping Technology Center across the street from the original facility, which accomodates both the production and administration operations. Oetiker continues to develop and grow as the Group expands product offerings to provide customers with high-quality engineered connecting solutions. Help strengthen our team in **Marlette** at the earliest possible date as a

## Customer Service Representative

### WHAT YOU'LL DO

- Process customer purchase orders and amendments received via mail, telephone, fax, email and Web-based EDI.
- Enter manual releases and spot orders, including special requirements.
- Process requests for quotes for current customers for standard products.
- Maintain customer master file in IBS.
- Process and log customer specific instructions within customer master file.

### WHAT YOU'LL GET

- Medical, Dental, Vision and Prescription Insurance
- Retirement Plan with Employer Match
- Paid Time Off

### WHAT YOU'LL NEED

- High School Diploma or GED equivalent
- Administrative and computer skills (Microsoft Office and ERP systems).
- Detail oriented
- Strong communication skills (verbal and written)
- Ability to quickly assist customers and/or urgent customer situations.
- Ability to prioritize and make decisions
- Ability to work independently without supervision

**Oetiker, Inc. is an equal opportunity employer.**

### Get to know us to get ahead.

For more than 75 years, Oetiker has been a leading manufacturer of high-end connecting solutions for OEMs worldwide. As an employer, we offer our employees attractive international challenges and many development opportunities. Diversity and high quality standards are the foundation of our corporate culture. This way, we combine the visions of today with the technology of tomorrow.

### Oetiker, Inc.

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Let's connect:  
[www.oetiker.com/careers](http://www.oetiker.com/careers)