



Inside Sales Administrator

Location: Houston, TX (On-Site)

Summary:

Tex-Isle, Inc. is seeking a full-time Inside Sales Administrator to provide administrative and order-management support to our Commercial Sales team. This position is responsible for entering, maintaining, and verifying information in our ERP system, Microsoft Dynamics GP (Great Plains).

The ideal candidate is highly organized, detail-oriented, comfortable working with numbers, and able to provide accurate and timely support in a fast-paced, team-oriented environment.

Responsibilities:

- Provide day-to-day administrative and order-management support to the Commercial Sales team, from initial order entry through invoicing and closeout.
- Generate sales orders, purchase orders, manufacturing orders, customer invoices, and related documentation in Microsoft Dynamics GP.
- Review orders to verify customer information, products, quantities, pricing, delivery requirements, and supporting documentation.
- Process vendor invoices and verify charges against purchase orders and receiving records.
- Track inbound and outbound shipments and ensure related inventory transactions are entered accurately and promptly.
- Research and resolve discrepancies involving sales orders, purchase orders, invoices, inventory, shipments, and manufacturing activity.
- Maintain accurate and organized records of orders, invoices, inventory transactions, and customer correspondence.
- Assist Accounts Receivable by reporting past-due invoices.
- Respond to customer requests for documentation and other order-related information.
- Perform additional administrative duties and special projects as needed.

Requirements and Qualifications:

- High school diploma or equivalent required; bachelor's degree preferred.
- Two to three years of relevant administrative, sales-support, accounting, or order-management experience preferred.
- Previous experience working with an ERP or CRM system preferred; Microsoft Dynamics GP experience is a plus.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Proven ability to perform accurate data entry and maintain detailed records.
- Excellent organizational, time-management, and prioritization skills.
- Strong analytical and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to work effectively and collaboratively in a team environment.
- Self-motivated, dependable, and able to take initiative with limited supervision.
- Sound judgment and discretion when handling confidential business, customer, and financial information.
- Some overtime and travel may be required.