



Corporate Office: 1311 Pilgrim Road, Plymouth, WI 53073 (800) 332-7088, fax: (920) 893-3106

Iowa Office: 375 Collins Road NE Suite 114, Cedar Rapids, IA 52402: (319) 294-1360

Long Beach, California Office: (951) 246-1602

Denver, Colorado Office: (303) 953-9015 or

Chicago, Illinois office: (847) 387-3865

Rockville, Maryland office: (240) 912-5697

<http://www.hvs-inc.com>

Order Entry/Purchasing

Heartland Video Systems, Inc. is a Systems Integrator serving primarily Broadcast Television stations throughout the United States. We are a sales distribution company with an engineering team that makes us unique in our industry. We provide equipment sales and turnkey integration for broadcast television stations and professional television production facilities combining conversion, transmission, compression, monitoring, automation, storage, and routing components. Of utmost importance is a working culture built on our core values that are unwavering:

- **Customer-Focused:** Within the partnerships we have developed with our customers and vendors, our customer-focus on Service, Support, and Satisfaction is of the highest priority.
- **Dedicated and Caring:** All employees shall be dedicated to and caring of our customers and each other. With this internal commitment to support, empathy and kindness, we can reach our full potential of dedication and care for our customers.
- **Honest and Ethical:** We always strive to provide the best and most comprehensive solution dependent upon on customer needs and wants, not based on our bottom line. This is how we emerge as, and remain, a trusted partner.

The position of Order Entry/Purchasing works with the Sales and Accounting Departments to enter orders and purchase items for our customers. There is close interaction with customers and vendors. The hours for this position will fall between 8:00 a.m. and 5:00 p.m. CST. This position reports directly to the Accounting Manager.

Principal Duties and Responsibilities

- Enter orders received from the Sales Department
- Order equipment from vendors
- Notify customers their order has been processed
- Keep in contact with vendors on status of orders

- Convey the status of orders to customers
- Respond to vendor and customer requests regarding orders
- Enter vendor bills and update orders
- Turn in completed orders to Accounts Receivable for invoice generation
- Answer general incoming calls
- Perform other tasks assigned by Accounting Manager

Key Skills and Competencies

- Excellent organizational skills
- Ability to multitask and handle frequent interruptions
- Detail oriented and ability to function effectively with minimal supervision
- Excellent written, oral, and interpersonal communication skills
- Exceptional telephone presence
- Professional demeanor and appearance
- Ability to communicate effectively with vendors, customers, and co-workers
- Proficiency in QuickBooks, Quotewerks, Goldmine, and Microsoft Office Products

We are looking to hire people with a great attitude and the right personality to be successful. Fitting into our culture here is of primary importance to the person we want on our team.

Outstanding customer service is our primary focus. We are looking for a person that will fit seamlessly with our team and can fulfill the requirements set forth above

Heartland Video Systems offers a full-time employee benefits package that includes Group Health Insurance, Group Disability and Life Insurance, 401(K) Plan with matching funds, paid holidays, vacation, and personal time, continuing education and advancement opportunities within the company.

If you are this person, we'd love to hear from you by contacting:

Linda Haney
General Manager
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Plymouth, WI 53073
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