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# Example of Order Entry Specialist Job Description

Our innovative and growing company is looking to fill the role of order entry specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for order entry specialist

* Stand-in for various short-staffed duties as necessary, which requires knowledge on all purchasing functions through willingness to cross-train
* Enter order information into client database
* Make sure information is accurate
* Some Customer service
* Performs initial price screening by calculating the final price based on the DOA (Delegation of Authority)
* Reviews and resolves escalated Documentation issues
* Consolidates Material Certification/Documents
* Creates and Set-ups customer project and records documentation deliverables in the business system
* Reviews completeness customer data and documentation requirements
* Escalates ITC issues

## Qualifications for order entry specialist

* Works in office
* Must be able to perform duties effectively in a fast paced environment—whether working autonomously or under direction
* Multi tasking skill in a fast-paced environment
* Accurate in delivering outputs
* Previous OE or CS experience is a plus
* Previous experience working in Salesforce preferred, but is not mandatory