Downloaded from <https://www.velvetjobs.com/job-descriptions/order-entry>

# Example of Order Entry Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of order entry. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for order entry

* Meet the establish turn times on >80% of orders assigned
* Verify accuracy (part numbers, pricing, discounts etc…) for all call-in, fax or email orders
* Summarize shell creation and contracts information for due diligence
* Comply with all standard operating procedures (SOPs) for linear order entry, including, but not limited to, Priority Code, Inventory Type, Revenue Type, Client Signatures, LUR Compliance, Dollars Balancing, Client Profiles, ensuring breakdown and header data adheres to current guidelines
* Review and evaluate all online orders for clearance using available reporting and systems
* Candidate will be taking inbound calls
* Candidate will need to enter customer information, orders, and additional data into their ERP system
* Must be able to work independently and be self-sufficient
* Must have previous experience quoting
* Enters faxed customer orders into the sales system

## Qualifications for order entry

* Experience with Order Entry and ERP planning systems
* Ability to navigate email and order entry systems
* Must be very detail oriented and have a passion for accuracy and data integrity
* Communication and trouble shooting skills conscientious attitude
* PC or related skills a must
* Capabilities to embrace, accept, and lead change throughout the corporation