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# Example of Order Entry Job Description

Our company is looking for an 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

* Creates Minutes of the Meeting
* Monitors incoming emails/orders in common mailboxes
* Acknowledge customer emails/POs/RFQs
* Tracks and log orders/requests received
* Assist with managing new solution rollouts, including bill of materials (BOM) management, pre-press and post-press activities
* Execute activities related to Aerospace Warranty functions and ensure that daily targets are met and quality is maintained as per SLA Operations metrics
* Day to Day Activities Gather required customer specific information
* Enter information into client system accurately
* Generate Warranty
* Order Close

## Qualifications for order entry

* Knowledge of ERP Systems (JDEdwards or SAP) and CRM applications (MS Dynamics)
* University degree preferably in Engineering, Economics, Business Administration departments
* Ability to work with speed and accuracy in production environment
* Ability to set priorities, plan and organize
* Knowledge of computer systems and experience in data entry a plus
* Knowledge in Excel and MS Outlook