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

# Example of Order Entry Job Description

Our company 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

* Determine appropriate work instructions to utilize based on order information Review action items with internal and external stakeholders
* Act as the primary point of contact for all business dealings of order entry, and works with the customer service team and the pricing team to provide premier customer service
* Enter orders/releases for medium and highly complex accounts and provide confirmations
* Receive proposal requests and coordinate with the pricing team to collect information
* Acknowledge orders to the customer after it is entered via email, MRP systems, and/or the customer portal
* Pick up finished work from credit checker
* Bill accounts to processor by entering account numbers, zip codes, and due dates, bill items, enter bar code and item information of current orders
* Verify the accuracy of order data before it is typeset
* Select materials needed to complete work assignments
* Check completed work for spelling, grammar, punctuation, format, to verify quality

## Qualifications for order entry

* May have exposure to the plant floor
* Ability to move throughout the plant and office areas
* Customer service/order entry experience required
* Cross train into other areas and departments up to and including Inbound Customer Service calls
* Experience w/ Data Entry
* AX