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# Example of Order Entry Job Description

Our company is searching for experienced candidates for the position of order entry. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for order entry

* Execute and log the basic operations activities as it relates to pre-sales, contracts, and order processing
* Review the error log in SAP and process pending transactions
* Close all work orders through the SAP system and Triage
* Respond to calls and enter data from customer service in regards to previously placed orders, locating account numbers, and identifying customer’s rush order needs
* The employee will also be responsible for monitoring Address Validation, Fax Line/Website Folder, and, Duplicate Wip within Cactis
* The employee will also be responsible for monitoring EDI Fix, Address Validation, Duplicate Wip, and to place orders within vision system
* The employee will monitor the entire Orders folder
* Keep training materials in an orderly manner for quick reference
* Employee must be cross trained and knowledgeable in the use of Cisco IP phone system in the event they need to back up the phone operator
* Employee is responsible for delivering daily issues to their team lead at the end of their shift

## Qualifications for order entry

* Previous data/order entry experience preferred
* Minimum 1 year customer interaction/support experience
* High School Diploma with 2 years related specialized training
* One to two years office experience preferred
* Must have basic MS Outlook, Internet Explorer, Excel and Word skills
* Familiarity with JD Edwards a plus