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# Example of Order Management Representative Job Description

Our company is growing rapidly and is hiring for an order management representative. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for order management representative

* Sales Order Maker (SOM) upload and/or manual entry of actual order
* Under direction, manage orders to completion and follow up with various departments
* Limit correction to orders that are Order Management errors
* Verifying and processing of all Purchases Orders receive
* Creating standard Legal contract documentation for direct Sales team / Work with Legal dept
* Interacts directly with a wide range of company departments to handle a variety of post-sale support functions
* Supports the effort to resolve billing inquiries
* Supports the communication to fulfillment teams regarding software license sales
* Responds to client contacts via email, phone, and website inquiries with support from a Senior Order Management team member
* Ensure and validate that customer’s license requirements are within the expected compliance requirements

## Qualifications for order management representative

* Motivated and flexible
* Strong performer in all standard tasks and competencies
* Considered an expert in several functions or specialist topics Compliance
* Native Swedish, other Nordic language a plus
* Native Norwegian, other Nordic language a plus
* Native Finnish, other Nordic language a plus