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# Example of Order Manager Job Description

Our company is looking for an order manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for order manager

* Performing data integrity checks of the RFC within different tools, used during the Service Transition phase
* Timely setting Ready for Service date and issuing the Service Commencement Notic
* Ensuring the correct setting of the Ready for Billing date in a timely manner and in accordance with the defined commercial guidelines
* Managing the billing rejection & escalation coming from the Billing team whenever required and ensuring that the actual owner deal with the clarification in a timely manner
* Secure a transparent, available and known project status report
* Close co-operation with VGT business controller
* Monthly follow-up on actuals vs
* Support timely and correct estimates in early project phases
* Support and educate Portfolio managers and Project managers globally
* Support and educate Portfolio managers and Project managers globally in cost and invoice follow up, using SAP VBP and VRP

## Qualifications for order manager

* Experience in training and providing guidance in an Order Management environment
* Demonstrated ability to provide direction and leadership in team roles
* 3+ years of experience in Order Management, E-Commerce business operations, Information Support, Logistics, Supply Chain, or a similar industry
* 5+ years of experience using Excel and other databases (Excel spreadsheet software, Oracle, and Word)
* 3+ years of experience in statistical analysis, supply chain operations, accounting/finance, inventory management, or buying
* 3+ years of understanding order management strategies, concepts and applications