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

# Example of Order Specialist Job Description

Our growing company is searching for experienced candidates for the position of order specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for order specialist

* Partner with Production Planning and Sourcing to understand the capacity limits and lead times
* Performs daily processing of all sales orders, ensure compliance issues, and complete registration and other documentation required
* Support sales team to address /resolve customer issues on documentation
* Backs up complementary order ops functions as needed
* Utilize Corporate Enterprise Fulfillment Software (Order Desk / Request Ticket System)
* Take part in the creation and management of customer-facing catalog of services modules
* Take part in the creation and management of customer communication templates
* Purchase hardware and software as part of service request fulfillment
* Monitor Purchase Order work flow process and assist with customer escalations
* Address all emails that are received via the group Order Desk Mailbox and maintain an organized collection of customer / request folders

## Qualifications for order specialist

* Strong knowledge of TDCT Branch administration, systems procedures, Bank products
* Demonstrated skills in effectively dealing with people
* BS Degree in Business Management / Distribution Management or equivalent preferred
* Minimum 2 years of Sales Order Management / Manufacturing / Supply Chain Operations experience
* Experience in the interactive / entertainment / digital software industry preferred
* Manual labor required