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# Example of Order Specialist Job Description

Our growing company is looking for an order specialist. 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 specialist

* Handling all activities related to order intake, order processing, product and pricing information, warehouse communication
* Maintaining all Databases and reports on regular basis and within agreed timeline
* Supporting all sales and marketing related activities
* Performing manual corrections for all sales documents related to the inland/export shipments to the clients
* Standardize, consolidate, reconcile and analyze weekly and monthly sales forecast, booking and revenue reports for Divisional Sales Manager
* Maintain and reconcile Divisional headcount summary with corporate systems
* Act as corporate liaison with Business Manager, NA Sales Process Mgr and HR to identify and communicate all policies and procedures
* Manage, maintain and approve all Divisional expenses and identify expense reduction, process improvements and efficiencies
* Gain in depth knowledge of products and deliverables for them so as to be a consulting focal point
* Creation of licenses for different products

## Qualifications for order specialist

* Relevant Administrative experience preferred
* Candidate must have excellent organizational, mathematical, and problem-solving skills
* Minimum Bachelor’s degree or evidence of exceptional ability
* Experience working in the computer reseller industry is required
* Fluency in English and Italian is required, any other language is a plus
* Ability to work in a semi-autonomous and fast-paced environment