



Example of Customer Administrator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of customer administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for customer administrator

- Responsible for preparing and delivering presentations to local communities, subdivision committees, or local town boards on proposed projects
- Verify inventory and production scheduling with production sites and warehouses
- Verify inventory availability of imports with the Import Department
- Set delivery schedules with customers and notify of changes
- Monitor and communicate order shipment progress
- Communicate customer forecasts to sales, production & imports
- Provide sales leads and cancelled order information to Sales
- Provide appropriate information to Sales for new account setups
- Assists with the labeling approval process and the change order releases of training materials
- Responsible for creating/updating departmental policies and procedures in conjunction with management direction and input

Qualifications for customer administrator

- Strong knowledge of PC applications
- Expert experience with PCs and peripherals hardware and assembly
- Experience with desk-side support of all Microsoft Windows environments
- An ability to work as part of a team or independently with minimum supervision

