



Example of Order Administrator Job Description

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Our growing company is searching for experienced candidates for the position of order administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for order administrator

- Receiving "" materials, in SAP and invoicing the customer, based on contractual Incoterms or milestones achieved
- Develop/Implement repeatable processes for additional Order Administrators as the business grows
- Support with EOQ and EOM order admin responsibilities
- Support reconciliation of Salesforce.com bookings with Netsuite bookings
- Work directly with procurement and operational teams as distribution to develop order processes and efficiencies
- All order related activities, order entry, expediting to ensure OTD, order updates, invoicing
- Keep all business systems up to date with relevant and required information, CRM, Informer
- Field Sales and Service Engineers regarding commercial/technical customer support, visits
- Receive orders through Order Queues, fax or email
- Maintain quote/order Pending Processing files/reports and ensure timely processing by following up with field contacts on questions and actions to enable processing

Qualifications for order administrator

- Good understanding of an Orders process flow from creation to delivery
- Receive and process order acknowledgements

- Maintain order files
- Assist AP with resolution of any vendor invoice discrepancies
- Research and resolve customer order issues