



Example of Order Administrator Job Description

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Our 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

- Set up and maintain customer and supplier accounts in Sage
- Sales and Purchase Order Processing – input sales and/or purchase orders to Sage
- To perform cross checking of order acknowledgement accuracy against purchase orders placed
- Completes workload on time
- Administer all aspects of maintenance contracts – both automatic renewals contracted renewals negotiated and submitted by CA's maintenance sales team
- Maintain written procedures and process
- Coordinate with all internal groups to assure adequate communication and achieve high service levels
- Keep a close contact with customers and inform of any delays and problems
- Review order book for orders in problem status daily and take corrective action as appropriate
- Performs data validation to achieve data consistency for Sales Backlog and/or Booking reports

Qualifications for order administrator

- Bachelor's Degree in Business Administration or any related field
- You will be goal focused and results driven able to exceed agreed deadlines
- 1+ year experience in customer interactions will be a plus

- Affinity to learn how to use new IT systems