



Example of Order Administrator Job Description

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Our growing company is searching for experienced candidates for the position of order 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 order administrator

- Escalates order management issues
- Generates Order/Backlog/Dashboard Reports
- Gathers, collects, organizes and sends electronic copies of documentations to customer
- Extracts Documents from Customer Website/Business Tools
- Escalate Documentation Issues to appropriate individuals
- Checks Invoice/Delivery Note from Supplier
- Initiates Shipment process in Business Systems
- Generates Invoice
- Sends Invoice to Customer
- Coordinates with the Order Reviewers/Sales/Supplier/Factory/Other support group to obtain product and service pricing

Qualifications for order administrator

- Ability to work efficiently as part of a dynamic group, independently
- Flexible, adaptable, eager to learn
- Collection of information
- Tracks and log orders received according the required customer order information
- Good knowledge in shipping terms and process
- Prior experience of a CRM system Salesforce.com would be advantageous