



Example of Order Administrator Job Description

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Our growing company is searching for experienced candidates for the position of order administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for order administrator

- Make sure the orders received comply with company procedures related to International Trade Compliance, legal, financial, quality, ethics
- Monitor activities, provide support, and, as authorized, approve changes in specification priorities and schedules
- Maintain communications among managers and other staff, and provide information regarding such matters as internal operating policies, regulations, business developments, and focus and objectives of the organization
- Conduct special studies and investigations and prepare related reports
- Maintain cognizance of new developments in the field, develop cost/benefits analyses, and make associated recommendations in order to achieve cost savings, increase business opportunities and improve customer satisfaction
- Initiate price change requests, apply mark-ups, prepare quotations and implement changes, as appropriate
- Review and coordinate flow of information among various groups and customers, and implement measures to resolve problems, ensure meeting schedule commitments and achieve customer satisfaction
- Achieving target Customer Satisfaction scores
- Achieving target Customer Responsiveness scores - Responding to customer and supplier inquiries in a timely fashion throughout the process, to obtain and provide information regarding order status, technical issues and any other inquiry
- Booking and managing Purchase Orders, negotiating and communicating regularly with the supplying plants, to achieve 100% supplier OTD

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- High School diploma or the equivalent in experience and evidence of exceptional ability
 - Ability to convey information to others effectively and efficiently
 - Ability to use computers and technology efficiently
 - Effective time management and ability to prioritize
 - Basic electrical knowledge or background in the electrical industry (eg sales desk or Admin of electrical wholesaler / distributor etc)
 - Able to work towards tight deadlines