



Example of Order Fulfillment Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of order fulfillment specialist. 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 fulfillment specialist

- Team coordination of daily business
- Creation of customer orders in the ERP system
- Creation of documentation from order confirmation to delivery
- Controlling of internal sales conditions (pricing, discount, delivery conditions, license compatibility, payment also)
- Communication with sales and inside sales of our local entities
- Support contract & license management
- License issue handling
- Sales requests handling
- RMA handling
- Interface to manufacturing in terms of fulfilling the day to day business

Qualifications for order fulfillment specialist

- Demonstrated abilities in production planning, researching, responding to and resolving sales order, logistics, product allocation and shipping inquiries and other related issues utilizing Sales Order Management systems
Communication skills to provide production schedules, to prepare and present plans and information to manufacturing, sales and order management personnel and to customers

- Ability to make decisions independently and rapidly to adapt to changing situations
- Exceptional attention to detail and accuracy with customer requirements
- Ability to work independently and perform well