



Example of Order Fulfillment Specialist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of order fulfillment specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for order fulfillment specialist

- Process orders in SFDC and provision products credentials
- This is an exciting strategic position to be part of a diverse, multicultural team with constant challenges, opportunities to grow and expand responsibilities, capabilities to succeed
- The PA keeps all tasks current by updating status, reassigning tasks as needed and planning dates for future work
- The PA gathers and communicates tracking and delivery information to the Project Manager and assists with resolution on any project issues that arise which often includes communicating with many internal teams such as sales, engineering, AP
- The PA processes change orders and creates service purchase orders over the life of the project while keeping track of the project financials and ensuring accuracy of the final invoice
- Team work, attention to detail, and organization are required for this position
- Review all orders for inventory availability and delivery date requirements
- Review of orders to ensure that information is correct
- Become the main point of contact for the Sales team on plant specific questions
- Responsible for managing on-line store order generation and training, order entry, expediting, price confirmation, product information and general

Qualifications for order fulfillment specialist

- Good English communication skills (minimum requirement FCE), additional languages of advantage
- Must have the ability to work independently and as part of a team, require sound judgment in resolving issues or making recommendations, and be proactive with a strong attention to detail
- Diploma/Degree in Business, Logistics or related discipline
- A team player with positive attitude and able to complete assignment or tasks on time
- Willing to work in Tuas Area
- Organize and execute outbound shipments to customers in a timely and safe manner