



Example of Order Management Coordinator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of order management coordinator. 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 management coordinator

- Responds to customer or internal inquiries regarding order status, invoices
- Coordinates with other internal departments to drive issue resolution regarding order status, invoicing, shipping dates, product availability, discounts, quality issues, damaged or mis-shipped product
- Providing contract compliance support for vendors
- Assisting with administrative tasks and projects
- Position responsibilities will be specific to department
- Works on customer inquiries and if necessary creates offers for the customer (preliminary technical clarification, commercial clarification incl
- Enters customer orders in the ERP system and determines the delivery dates (technical clarification, commercial clarification incl
- Provide an excellent level of service for our customers
- Ensures proper application of departmental processes and procedures to include system data integrity, pricing accuracy, and account contract compliance
- Perform other duties as assigned by the Order Management Team Lead and/or Manager

Qualifications for order management coordinator

- Degree / Diploma in Logistics, Supply Chain and equivalent
- 1-3 years of relevant working experience in Logistics / Supply Chain

- Flexibility and Initiative Ability (and desire) to work in an extremely fast-paced department
- Ability to multi-task (given instructions and when under pressure to meet deadlines)