



# Example of Order Processing Job Description

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Our company is hiring for an order processing. 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 processing

- Providing pre-order support to Sales and validating order paperwork submitted by them
- Monitoring and reporting outstanding order issues
- Assisting with Salesforce.com/ Citrix report creation where required
- Assisting with Salesforce.com quota creation or update where required
- Other adhoc tasks and projects that support the Sales cycle
- Receiving and processing sales orders via, fax, phone, or email
- Working with engineering to produce orders or via phone with client/customer to work out order needs if unknown
- Assist with all other general office task as needed
- Knowledge of Metal Logistics Industry or Light Distribution
- Intermediate level with Microsoft Software

## Qualifications for order processing

- Answer phone calls from customers and provides fast, courteous responses to internal and external customers
- Adhere to Order Processing Controlling & Steering Guide requirements
- Detailed second review of a high volume of AIS Sales contracts to ensure accuracy and corporate compliance
- Process AIS Sales contracts with specific attention to detail and accuracy
- Create orders for implementation and delivery

