



# Example of Order Processing Job Description

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Our company is growing rapidly and is hiring for an order processing. 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 processing

- Ability to understand, demonstrate, and explain CTLS service offerings, procedures, processes, methodologies and delivery options jurisdictional requirements to customers, team members and/or vendors
- Acting as the customer's representative within OI
- Liaising with suppliers on a day to day basis, chasing post sale information
- First point of contact for updating customers on fulfilling orders
- Liaising with internal project team on Professional Services
- Administrative support for the sales team
- Through continuous improvement methodology, improve workflow waving processes that will improve associate morale, service, cost per unit, quality and/or accuracy
- Actively own safety (incidents, near misses, accidents, awareness, ) through full participation in all safety related matters (meetings, supporting initiatives, investigations)
- Proceed, follow up and complete the order registration process
- Complete the project order confirmation process

## Qualifications for order processing

- Detail-oriented, self-motivated and strong initiative
- Set up and maintain client billing data
- Complete final audit of all orders and contracts to ensure accurate and timely invoicing

reports and other documents for all projects

- Identify high priority items and adjust workflow as required
- Respond, resolve and follow up regarding customer billing issues with all customers in a timely manner