



# Example of Order Processing Job Description

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Our company is searching for experienced candidates for the position of order processing. 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 processing

- Support of Order Intake reporting
- Proceed Project Change Order
- Component order responsibility for production in Switzerland & Malaysia
- Create purchase requisition according to instruction of PM
- Support of Sales, Project Management, Customer Service, Export and Invoicing
- Project leading of Spare Part and Warranty orders à defined territories
- Trigger, review and manage Triangular invoices and L/C documents with the traffic dept
- Taking customer orders by means of phone and/or fax
- Inputting order information into the computer system
- Respond to Sr

## Qualifications for order processing

- Accountable for outstanding customer service to all external and internal contacts
- Knowledge of general office management, standard administrative practices and procedures
- Must be able to interact/communicate effectively with senior management members
- Associate's degree and/or equivalent related work experience required

