



Example of Order Job Description

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Our innovative and growing company is hiring for an order. 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

- Track and publish weekly/monthly reports on inventory level
- Coordinate to keep stock available for back orders for issue or shipment as stock becomes available
- Provide customer assistance to ensure customer satisfaction
- Responsible for provisioning of telephone service for the University community including both Adult and Children Hospitals, residential and student community
- Assist Field and Engineering technicians with records and order requests
- Trouble shoot customer questions related to service delivery, service profile offerings, service provisioning and service problems
- Complete the order entry process with a high degree of accuracy for orders originating from telephone, fax, e-mail and EDI
- Answer incoming customer phone calls in a professional manner
- Follow up to ensure that customer issues are resolved both promptly and thoroughly
- Research delivery or invoicing discrepancies and issue credit as necessary

Qualifications for order

- All Order pulling is done by hand
- This is a long term opportunity
- Client looking for motivated, enthusiastic, self-starters looking for career goals in a stable & growing industry

- Client chooses candidates based on resume review only, so updated and detailed resume is a plus
- Close attention to detail is an absolute must, and cross training in multiple areas is a potential