



Example of Order Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Issue Return Goods Authorization as needed
- Handle customer inquiries regarding order status and technical information
- Demonstrate competence and working knowledge of each customer service function
- Perform assignments in the most efficient manner to maximize production and maintain highest possible service standards
- Complete all required paperwork accurately, legibly, and in a timely manner
- Notify Supervisor when coming in late or leaving early
- Manages orders booked in Oracle, received from Order Support Associate (OSA) or Global Account Coordinator (GAC) which includes the responsibility of monitoring and providing internal status updates, from the point of being booked through delivery, invoicing and funding
- Communicate with external leasing vendors internal partners
- Maintain the store/stock room in an accurate and orderly manner
- Research parts as needed

Qualifications for order

- Previous overhead crane and forklift experience a plus
- Dealers and their team, Service providers for transport and warehousing
- Requires an Associate's degree or equivalent
- A positive attitude and a can-do mindset
- Flexible to work extended shift if necessary and or overtime

