

## Order Entry Specialist with German

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Company: Romania BPM

Location: Romania

Category: office-and-administrative-support

## Order Management Specialist with German

92200BR

Job Description

**Location:** Bucharest/Sibiu

### **Key responsibilities:**

Processes orders for materials or merchandise from sales staff or direct customer contact.  
Maintains customer files with sales contracts and other information.

Ensure that client order is updated with the latest sales order detail and that invoice amounts are updated in accordance to milestone billing.

Keeping track of orders through Case Mgmt and the OMW, (Order Management Worklist), ensure that all orders have been validated and reconciled, before pushing them onwards to the Order Specialist teams.

Processors will assist in determining the amounts that need to be invoiced to clients and invoicing of new sales orders and ensure that this information is updated in a timely manner.

Assisting with the resolution of queries.

Preparation and management of relevant system and vendor maintenance reports.

**Requirements:**

Experience in similar position

Communicative level of English and German language

Excellent attention to detail

Great customer service and communication skills

Ability to build solid relationships with internal and external stakeholders

Great networking and relationship building skills with the ability to collaborate at all levels within the organization.

Self-starter who displays ownership and drives to completion

**We offer to the candidates:**

unlimited contract;

language bonus;

private medical insurance;

meal allowance.

Country

Romania

Interest Group

Romania BPM

Company

Romania BPM

Role Designation

232ASPECSR Senior Process Executive - Customer Service Representative

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