

Order Processing Administrator

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Company: D R Newitt

Location: Cheshire

Category: office-and-administrative-support

Job Description

Order Processing Administrator

Global FMCG Manufacturing

Warrington, Cheshire

- This role is fully office-based for the training period once both parties are happy with their performance, and it will then move to 3 days in the office and 2 from home.
- Hours are Mon- Thurs 8.30 am to 5 pm with a 4 pm finish on a Friday.
- Base salary is max £25,000 + Benefits.

Are you a Sales Order Processor/Administrator who is looking to use your skills within a supportive team environment for a global business, if so, this role is your perfect next step!

PLEASE NOTE – This role does not accept post-study work visa candidates or anyone requiring sponsorship.

The Company

This organisation is a leading player in Chemicals and ingredients for the FMCG market.

They provide their products to a huge variety of sectors from food to pharmaceutical to automotive.

As a global operation, they are established in over 75 countries worldwide offering you stability and career progression.

The Role

- Ensure the end-to-end processing of customer orders to ensure all requirements are satisfied.
- Control the supply of products order process following the company's policies and legal obligations.

- Develop and maintain working relationships throughout the company to advise and provide information on customer service matters.
- Maximise effectiveness and efficiency of supply chain to meet deadlines given by both the customer and the company.
- Support with general administration duties.
- Arrange export documentation and procedures for customers, export agents and hauliers.

Your Skills & Experience

To be considered you will need.

- Experience in Sales Order processing.
- Worked with suppliers and third-party agents.
- Experience in record and data control, through computerised and manual systems.
- Experience of working with & within QA systems
- Experience of working in an office/sales environment
- Experience processing requests for export documentation requirements.

Please contact me with any questions.

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