

Order Processing Administrator

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Company: D R Newitt

Location: Cheshire

Category: other-general

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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