

Order Processing Administrator

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Company: PSi Talent

Location: Chester

Category: management

This is an exceptional opportunity for an Order Processing Administrator to join a global company within their prestigious, modern Chester office. You will be joining a small, motivated and busy team who work to KPIs measuring efficiency and accuracy, so a high attention to detail is essential.

The purpose of the Order Processing Administrator role is to support the operations function by handling new orders, repairs, and credit returns. The Order Processing Administrator will ensure they are processed efficiently and correctly providing excellent customer service through correct order placement, processing and dispatching of all orders.

The Order Processing Administrator will be rewarded with 26 days hols plus Bank Hols; a contributory pension scheme; life assurance cover; an Employee Assistance Programme; free car parking on site.

Hours of work are Monday – Friday, 830am – 430pm.

The duties of the job holder are:

- * Creating sales orders and return orders and identifying the correct order process route
- * Checking all system information is entered correctly

- * Liaising with all internal teams for any order queries
- * Checking finished goods against sales orders
- * Receiving stock for local warehousing
- * Picking stock from the warehouse to fulfil orders
- * Receiving and sorting orders from the European Manufacturing and Distribution Centre

The qualifications, knowledge, experience, and competencies required for the role are:

- * Previous work experience in an operations/logistics environment is desirable
- * Experience in receiving, picking and shipping within a supply chain operation is beneficial
- * Previous experience of service and repair processes is beneficial
- * Self-motivated and self-quality managed
- * Exceptionally high level of attention to detail is essential
- * Strong IT literacy skills: Microsoft packages from Office to ERP systems
- * Excellent interpersonal skills with all internal and external customers

KEYWORDS: administration, orders, data entry, logistics, supply chain, ERP, stock

Unfortunately, due to time restrictions we cannot respond to every applicant, in the event that we haven't contacted you within 48 hours please take it you have not been successful for this particular role, but your details will be kept on file and considered for all future vacancies.

We are an equal opportunities agency and welcome applicants from all backgrounds.

We are acting on behalf of the client as an Employment Agency in relation to this vacancy.

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