

Order Processing Administrator

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Company: Page Personnel

Location: Weybridge

Category: other-general

Process and maintain customer's orders in a timely and accurate manner throughout the orders lifecycle; ensuring the delivery of excellent customer service.

Client Details

A well known client in the Weybridge area.

Description

Processing and maintaining orders in SAP in order to meet the customers delivery deadlines; and ensuring that all orders processed are within the company discount policy. Updating customers throughout the order lifecycle ensuring high quality responses to all enquiries.

Liaising with internal departments to ensure customer expectations and deadlines are met.

Processing any stock check enquiries from customers or internal departments. Profile

Ability to develop and maintain good relationships internally/externally and at all levels

Excellent written and verbal communication skills.

Sap experience

Highly organised & able to prioritise

Strong analytical, organisational and report writing skills.

Ability to work under pressure and maintain accuracy

Driven to work independently and as part of a team

Methodical and problem-solving mindset

Demonstrate customer centric behaviours and a passion for customer service

Good rate of pay

Company benefits

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