

Order Processing Administrator

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Company: Page Personnel

Location: Weybridge

Category: office-and-administrative-support

Immediate start

Hybrid working

About Our Client

A well known client in the Weybridge area.

Job 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.

The Successful Applicant

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

What's on Offer

Good rate of pay

Company benefits

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