

## Order Processing Coordinator

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Company: Insight Select

Location: Finsbury Square

Category: management

Order Processing Coordinator / £35,000 - £40,000 / Liverpool Street/Hybrid / Permanent

My client, a leader in the technology industry, are looking to recruit an Order Processing Coordinator to join their team on a permanent basis.

The successful candidate will ideally come from a technology background and will have experience coordinating multiple customer orders at various stages of the delivery cycle.

### Key Responsibilities

Proactively coordinate orders inline with target delivery timelines

Liaise with third party suppliers, ensuring orders are placed correctly and tracked

Manage multiple orders at one given time at various stages of the order delivery

Liaise with customers to arrange installation times and access to sites

Manage customer escalations

Manage the end-to-end process of a customer order until completion

A minimum of 1 years' experience in an order processing position

Experience managing an end-to-end customer order through to completion

Excellent communication skills, written and verbal

Ability to push back to suppliers

ResiliencePackage

£35,000 - £40,000 depending on experience

London, Liverpool Street

Hybrid working, 3 days in the office, 2 days at home

Monday – Friday, 37.5 hours  
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