

Order Processing Manager

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Company: Workshop Recruitment

Location: Portsmouth

Category: management

Our client is a leading manufacturer in their field and they are looking for an experienced Order Processor to ensure the smooth running and efficient running of the order processing department along with supervising a small team.

Main Responsibilities:

Supervising, coaching and mentoring a team of Sales Order Processors processing orders on the inhouse system

Oversee the end to end sales order processing workflow, checking all orders to ensure accuracy and timeliness

Dealing with customer enquiries, face to face, on the phone and via email

Liaising closely with the Operations, Finance and Sales Teams throughout the life cycle of orders, including dispatch.

The ideal candidate will need :

Experience in order processing would be desirable

An exceptional eye for detail

Excellent communication skills

Strong IT and data entry skills

The ability to manage a pressurised workload

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