Job Description: Order Processing

Job Summary/Objective:
Responsible for managing the ordering activity for the organisation, including timely and accurate entry and processing of all orders received.

Responsibilities & duties:
- Handle client queries
- Manage volume of inbound calls
- Generate and process invoices
- Allocate and track orders and returns
- Implement and administer procedures to enhance operations
- Optimise inventory readiness and order fulfillment to ensure maximum sales can be realised
- Receive, prioritise, process and identify incoming orders according to the sales policy and customer requirements

Skills/Attributes required:
- Excellent verbal and written English communication skills
- Strong understanding of Finance systems, principles and processes
- Accurate and timely data entry skills
- Experience in working with suppliers and customers to resolve order issues
- Experienced with MS Office including Word, Excel, and Outlook
- Experience working with Western companies (preferred)

Qualifications/Experience required:
- Bachelor degree preferably Business Administration
- 2-3 years of experience in Finance or data entry role