

Argentina Jobs Expertini®

Order Management - temporary 6 months

[Apply Now](#)

Company: emerson

Location: Buenos Aires

Category: other-general

The Order Management Specialist I for Emerson Automations Solution Latin America is focused on the accurate and timely processing of customer purchase orders and order related activities and requests. The Order Management Specialist I will administrate orders to ensure timely and accurate execution, this includes proactive communication with the customers and close collaboration with the inside sales, sales force, and quote to cash functional teams.

Responsibilities

Receive, review and process customer purchase orders and accurately upload, enter, and book the related order in business systems.

Using the established standards, check that all information supplied by the customer is correct and complete to ensure the customer receives the product they need and at the time they need it –ensuring our ability to book, deliver, and collect.

Act as the primary contact for the customers through different communications channels, working closely with the inside sales, sales force, factories and other quote to cash teams.

Lead and initiate proactive communication to resolve purchase order issues or to collect missing information at the order entry stage and throughout the order process to ensure the correct and timely order booking and delivery, and to provide a positive customer experience.

Proactively communicate and resolve issues affecting speed and quality of orders at different stages of the order process, ensuring customers are adequately informed.

Proactively manage order backlog and resolve order issues and delays, process and release orders for its correct and timely delivery.

Analyze the information in the systems to make decisions that enable the company to deliver the order with compliance to customer expectations.

Maintain updated customer information in business systems and other databases.

Collect and save needed information and documentation to ensure compliance with record retention and documentation procedures, provide information required for quality and continuous improvement analysis.

Understand and consistently apply commercial policies and business practices related to quote and order entry process.

Ensure compliance with import/export, contract and government requirements. Screen orders and quotes for compliance with the business unit Terms and Conditions, Agreements and standards

Manage the intercompany orders and providers delivery dates to ensure we meet the customer expectations.

Complete all certifications and trainings required for the successful performance of this role, fulfill quality requirements (audit, certifications, .

Back up other team members depending on the business needs.

Perform other duties as required.

Requirements

Bachelor's degree in Accounting, Business Administration, Finance, Engineering or any equivalent experience is preferred.

Has at least 2 years of combined experience on the following roles:

- o Customer service, planning, or project management/coordination experience.
- o Prior experience interacting with the customers and or the sales force at any capacity.

o Has data entry or related experience.

Solid keyboard skills and a strong proficiency for using Windows & MS Office applications is a must

English - Intermediate.

Willing to work on flexible shift schedule based on business needs, this could represent a work schedule from 9 am to 6 pm or 8am to 5pm.

[Apply Now](#)

Cross References and Citations:

1. Order Management - temporary 6 months [DatasecurityjobsJobs Buenos Aires](#)

[Datasecurityjobs](#)

2. Order Management - temporary 6 months [Findsalesjobs Jobs Buenos Aires](#)

[Findsalesjobs](#)

3. Order Management - temporary 6 months [Veteranjobs Jobs Buenos Aires](#)

[Veteranjobs](#)

4. Order Management - temporary 6 months [MobileappjobsJobs Buenos Aires](#)

[Mobileappjobs](#)

5. Order Management - temporary 6 months [Interiordesignjobs Jobs Buenos Aires](#)

[Interiordesignjobs](#)

6. Order Management - temporary 6 months [Researchjobs Jobs Buenos Aires](#)

[Researchjobs](#)

7. Order Management - temporary 6 months [Israeljobs Jobs Buenos AiresIsraeljobs](#)

[Israeljobs](#)

8. Order Management - temporary 6 months [EcologyjobsJobs Buenos Aires](#)

[Ecologyjobs](#)

9. Order Management - temporary 6 months [Free-job-alerts Jobs Buenos AiresFree-](#)

[job-alerts](#)

10. Order Management - temporary 6 months [Searchamericanjobs Jobs Buenos Aires](#)

Searchamericanjobs ↗

11. Order Management - temporary 6 months Ai-ml-jobs Jobs Buenos Aires Ai-ml-jobs ↗

12. Order Management - temporary 6 months Finddriverjobs Jobs Buenos Aires Finddriverjobs ↗

13. Order Management - temporary 6 months Tutorjobs Jobs Buenos Aires Tutorjobs ↗

14. Order Management - temporary 6 months Srilankajobs Jobs Buenos Aires Srilankajobs ↗

15. Order Management - temporary 6 months Accountantjobs Jobs Buenos Aires Accountantjobs ↗

16. Order Management - temporary 6 months Sanfranciscojobs Jobs Buenos Aires Sanfranciscojobs ↗

17. Order Management - temporary 6 months Psychologistjobs Jobs Buenos Aires Psychologistjobs ↗

18. Order Management - temporary 6 months Accountantjobs Jobs Buenos Aires Accountantjobs ↗

19. Order management - temporary 6 months Jobs Buenos aires ↗

20. AMP Version of Order management - temporary 6 months ↗

21. Order management - temporary 6 months Buenos aires Jobs ↗

22. Order management - temporary 6 months Jobs Buenos aires ↗

23. Order management - temporary 6 months Job Search ↗

24. Order management - temporary 6 months Search ↗

25. Order management - temporary 6 months Find Jobs ↗

Source: <https://ar.expertini.com/jobs/job/order-management-temporary-6-months-buenos-aires-emerson-940b4d4dfc/>

Generated on: 2024-05-05 by Expertini.Com