

Customer Order Management

工作职责

We are seeking a detail-oriented Customer Order Management professional to join our team in Bommasandra, India. In this role, you will be responsible for managing customer orders efficiently, ensuring smooth order processing, and providing excellent customer service.

- Process customer orders accurately and promptly using order management systems
- Coordinate with various departments to ensure timely order fulfillment and delivery
- Monitor order status and communicate updates to customers proactively
- Resolve order-related issues and customer inquiries in a professional and timely manner
- Maintain and update customer information in the CRM system
- Generate and analyze reports on order trends, processing times, and customer satisfaction
- Collaborate with the supply chain team to optimize order management processes
- Ensure compliance with company policies and procedures related to order management

职位要求

- 5 - 6 years of experience in customer order management or a related field
- Proficiency in order management systems and ERP software
- Strong working knowledge of Microsoft Office Suite, particularly Excel
- Experience with customer relationship management (CRM) software
- Excellent data entry skills with high attention to detail
- Strong analytical and problem-solving abilities
- Outstanding communication and interpersonal skills
- Bachelor's degree in Business Administration, Supply Chain Management, or a related field (preferred)
- Understanding of supply chain processes and order fulfillment
- Ability to work efficiently in a fast-paced environment
- Customer-focused mindset with a commitment to providing exceptional service

我们可以提供

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职位号码

REF4616U

所在地

Bommasandra

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**Continental Automotive
Components Private Ltd.**