

Job title:	Order Processing Specialist
Department:	NI Americas
Location:	Houston
FLSA:	Non-Exempt
Reports To:	Manager Sales Operations

JOB DESCRIPTION

Job purpose:

This role will primarily focus on large volume order entry with some customer interaction. Candidates should be very detail orientated, capable of accurately and proficiently entering orders, adept at problem solving and open to learning and growing their skills through involvement in a wide variety of areas. Proficiency in Word, Excel, Outlook, and other general Microsoft Office Suite applications is required.

Should be a self-starter that can be relied upon to perform job duties with minimum to no supervision. Should demonstrate excellent interpersonal, communication, and customer service skills, and be familiar with standard concepts, practices, and procedures within the communications industry.

The position offers a great opportunity for motivated individuals to build a strong foundation for advancement and growth within an expanding company.

Duties and responsibilities:

Daily responsibilities will include, but are not limited to:

- Manage all aspects of the sales order entry process including timely and accurate entry of orders into our internal system.
- Establishes order priority based on customer expectations and production requirements
- Continue to monitor orders and expedite where necessary to meet requested delivery dates
- Communicate with sales team and internal departments to ensure accurate order completion
- Perform other operational duties as assigned

Qualifications:

The successful Order Processing Specialist will have:

- Excellent interpersonal, communication, and sales/customer service skills
- Strong analytical, organizational, and time management skills.
- Ability to work in a fast-paced, deadline driven team environment
- Has a superior attention to detail and accuracy
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Ability to pay strong attention to detail
- Computer literacy and typing skills.
- Proficient in computer software systems including MS Office and Dynamics CRM
- Ability to adapt to changes and absorb new ideas and concepts quickly
- Previous experience in a customer (internal and/or external) support role.
- At a minimum, some form of higher education; or equivalent business experience.
- A positive attitude and be able to work independently and collaboratively in a team.
- Willingness to embrace and live the core values of Network Innovation

Direct reports:

None

Working conditions:

No Special Working Conditions

Physical requirements:

Standard Office requirements

Disclaimer Statement: This job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed above provided that such duties are characteristic of that classification.