

Order Management Business Administrator

Job Description

Role:

The incumbent is responsible for the operational order management process for spare parts, service and warranty for Rest of Asia, including Japan, Korea, and Taiwan.

He/she is also responsible for business administration of sales and service orders including confirmation, delivery and invoice processing.

Responsibilities

- Process and monitor the return/replacement and product warranty
- Ensure compliance with authorization guidelines
- Ensure efficient and accuracy of data entry in SAP system
- Liaise and coordinate with logistic partners to maintain an efficient process and provide proper documentation for import and export
- Undertake special projects and any other ad-hoc duties as assigned

Requirements:

- Certificate/Diploma/Degree in Business Administration/Accountancy/Business Finance
- At least 2 years' experience in order processing/customer service
- Good knowledge of International Trade, Contracts and Legal Agreements in the context of International Business
- Proficient in SAP and MS Office

Other Information:

- Location: Yishun (with transport pick-up at Yishun, Jurong East)

Interested applicants are invited to apply with their detailed resume. Please state your current and expected salary, reason for leaving past employment(s), and your date of availability.

We regret that only shortlisted candidates will be notified.