



Emerson SRL
4th Emerson St.
400641 Cluj-Napoca
Romania

T +40 (374) 132 000
F +40 (374) 132 891

Internship, Order Handler

Job Purpose

The purpose of this position is to handle and follow up the customers, sales orders and purchase orders, to maintain the best possible support and logistics for both external and internal customers. The position will act as the interface between the customer and production.

Responsibilities

- Ensure the on-time and complete entering of the orders in the ERP system
- Generate and send order acknowledgements
- Expedite factories and make sure items are delivered on-time and complete
- Keep a close contact with customers to inform of any delays and problems
- Handover documentation requirements to the Documentation Controlling team and ensure the documentation is delivered complete and on-time
- Conduct data management activities using the ERP
- Maintain accurate and updated order logs
- Logistics (including data-management on "kicked-over" orders)
- Arranging and coordinating customer approvals and inspections as required

Requirements

- University degree
- 2+ year experience in an administrative role
- Languages English—advance level
- PC skills: MsOffice, Internet

I would be more than happy to offer you additional information on this opening!

Cristina Saveanu | Talent Acquisition | Cluj Site Shared Services
T +40 374 131 602 | M +40 749 589 296
cristina.saveanu@emerson.com
www.emerson.com

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