

Order Processing Coordinator

CIS Group – ICT Company located in Jal El Dib is looking for an ambitious and motivated Order Processing Coordinator to join our dynamic team.

We are seeking enthusiastic and driven individuals to join our team as Entry-Level Associates at the Supply Chain Department. We offer an exciting opportunity for fresh graduates to kick-start their career.

This role offers recent graduates the opportunity to gain invaluable experience. You will have the chance to work alongside experienced professionals, develop key skills, and grow within our organization.

Duties/Responsibilities:

- Prepare and place orders with suppliers and make sure they are booked accordingly.
- Escalate problems to sales team and ensure they are solved with suppliers.
- Update regularly the sales team on the status of each order.
- Make sure orders are delivered/shipped as scheduled and receive/check shipment details (Supplier invoice, packing list, certificate of origin, transportation document, etc...).
- Place claims with suppliers and follow up accordingly.
- Register Supplier invoices on ERP system.

Requirements and skills:

1. Bachelor's degree in business administration, or any related field.
2. 0 to 2 years of experience
3. Computer & ERP System knowledge, and supplier web tools familiarity.
4. Fluent in English and French.
5. Good understanding of Order Processing rules and procedures.