



## Senior International Order Desk Administrator

### Location

Burlington, ON

### Overview

Satcon requires a Senior International Order Desk Administrator for the administration of orders for products, large contracts and custom orders under the guidance of Satcon's Inside Sales Managers.

### Description of Duties

- Administration of Purchase Orders for products, large contracts or custom orders
  - Purchase Order Review
  - Sales Order Entry
  - Customer Order Confirmation
  - Follow order from receipt to shipment
- Work with Customer Service/Operations/Finance to provide order updates and shipping confirmation
- Support Sales in the administration of our CRM System (Sales Force)
- Support Inside Sales Managers with general inquiries

### Special Qualifications or Background Needed

- A good understanding of contracts, LC's, invoicing, HS codes and shipping logistics
- A minimum of 5 years relevant experience. Ideally with international accounts
- Previous experience working in an Engineering and Manufacturing environment
- Previous experience in customer service, contract administration, purchasing or sales
- Excellent communication and customer relation skills
- Excellent computer skills, including Word, Excel and Outlook along with an enterprise software system (Avante preferred)
- Ability to work in a fast paced environment