

Junior Order Specialist, Brno

The Junior Order Specialist is responsible for **managing the process from receiving a customer order to invoicing**, improves processes and **increases productivity**.

You will:

- **Process customer orders** from order entry to invoicing
- Liaise with customers to **ensure all orders are complete, accurate, and meet internal requirements**
- Provide complex information to customers to build good relationships and keep business going
- **Daily manage of all open orders**, cooperate with other company subsidiaries, **solve post-sales issues**

You should:

- Know **MS Office, Excel is a must** (VLOOKUP, pivot table)
- Have advanced written and spoken **English and Czech**
- **Experience within ordering department field welcomed**
- Experience with **ERP system** is an advantage (Helios Green, IFS, SAP or other)

Contact

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Our core values



BE ACCOUNTABLE



BE DRIVEN



BE ENERGETIC



BE ETHICAL



BE ENTHUSIASTIC



BE OPEN