

IEMME Consulting is looking for an **Order Management Specialist** for a well-known medical device company in Sunnyvale, CA.

We're seeking a highly motivated individual who thrives in a fast-paced work environment. You will play an important role to ensure that all orders are processed accurately and efficiently. You will be expected to form strong relationships with internal and external customers, representatives, and team members alike.

Responsibilities:

- Process customer orders in Salesforce and NetSuite in an efficient and timely manner, while maintaining open communication with the Operations and Sales teams to allow efficient and accurate fulfillment
- Prepare and deliver invoices to customers
- Review contracts and order paperwork for completeness and accuracy
- Maintain an open line of communication with customers and the Sales team to provide updates on order status and other information
- Ensure customer records and sales order data are maintained with accuracy and integrity within Salesforce and NetSuite
- Proactively communicate issues back to management and follow order management processes
- Handle RMA and Case when needed

Qualifications:

- Prefer experience with order entry in Salesforce and NetSuite
- 3+ years' experience in Order Management, Customer Service
- Ability to excel in a fast growing/fast paced environment, delivering accuracy while managing to deadlines
- Able to anticipate change and react efficiently, comfortable with ambiguity
- Extreme attention to detail
- Excels under pressure, maintaining a calm demeanor
- Superior verbal and written communication skills

This is an opportunity to join a team of proven professionals who value people, and who know the importance of growth and a chance at opportunity.

A meaningful career is the vibe! Connect with me today, let's talk more about this opportunity, it's a quick fill.