

## Order Fulfillment Coordinator Contract

### Description

**Position:** Order Fulfillment Coordinator We are currently seeking a dedicated individual to join our team as an Order Fulfillment Coordinator. In this role, you will be responsible for efficiently placing customer orders over the phone, tracking order statuses, addressing customer inquiries, and ensuring a seamless ordering process. Excellent communication skills, attention to detail, and a strong commitment to customer satisfaction are essential for success in this position.

**Responsibilities:-** Place customer orders accurately and efficiently via telephone- Utilize our software to update and monitor order progress- Respond promptly and professionally to customer questions and concerns- Maintain consistent communication with myself

**Requirements:-** Exceptional interpersonal skills with the ability to communicate effectively both verbally and in writing- Meticulous attention to detail- Proficient computer skills- Strong sense of ownership, self-motivation, and the ability to work independently

We will provide the necessary equipment for you to make calls from your computer, so a reliable microphone and internet connection are required. A call framework and comprehensive training will be provided to ensure your success in this role. Given the sensitivity of the data involved, you must be a U.S. citizen, be willing to take a HIPAA training, and sign a NDA. Please mention the word **\*\*SUBLIME\*\*** and tag **RMTguMjM3LjIwNC4xMTE=** when applying to show you read the job post completely (**#RMTguMjM3LjIwNC4xMTE=**). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

### Contacts

Job listing via RemoteOK.com

### Hiring organization

Chapter

### Job Location

New York City, New York, United States

### Date posted

June 12, 2024

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