

## Order Management Specialist

### Siemens EOOD, Sofia

**SIEMENS** is a global powerhouse focusing on the areas of electrification, automation and digitalization. With our innovations for energy supply, healthcare, urban infrastructures and industrial productivity, we provide answers to urgent questions of our time.

The **Digital Factory Division** offers a comprehensive portfolio of seamlessly integrated hardware, software and technology-based services in order to support manufacturing companies worldwide in enhancing the flexibility and efficiency of their manufacturing processes and reducing the time to market of their products. The **Process Industries and Drives Division** measurably increase clients' productivity and improve their time to market – with innovative, integrated technology across the entire lifecycle. PD supports companies in continuously improving the reliability, safety and efficiency of products, processes and plants.

The Divisions DF and PD start operation of Order Management Hub in Bulgaria for Central and Eastern Europe. In this connection we are looking for Order Management Specialist with the following responsibilities:

#### Responsibilities:

- Manage customer orders (order entry, purchase order, logistics, invoicing)
- Process all customer and purchase orders through SAP system
- Issue primary accounting documents in SAP system
- Follow up of deliveries, ensure on time delivery of goods and materials
- Ensure adherence to internal and external regulations, export control and customs regulations

- Communicate with external and internal customers regarding processing of orders

#### Requirements:

- Proficiency in Slovak / Czech language;
- Graduated Bachelor, preferable within the field of economics, finance and logistics;
- Experience in BPO and Order Management is an advantage;
- Experience with SAP is an advantage;
- Communication skills and ability for team work;
- Very good computer literacy – MS Office

#### How to apply?

If you are interested in the offer, please, send your CV in English to [jobs.bg@siemens.com](mailto:jobs.bg@siemens.com), stating the position you are applying for. All documents will be treated in the strictest confidentiality. Only short-listed candidates will be invited for an interview.