



> 1.300  
Employees



Sustainable  
growth



Unique  
team

## Order Fulfilment Administrator

As a subsidiary of Testo SE & Co. KGaA, one of the largest measuring instrument manufacturers worldwide, Testo Industrial Services GmbH (TIS) is one of the leading providers of metrological services in central Europe. These services include calibration, test equipment management, qualification and validation.

An exciting opportunity now exists to join Testo Industrial Services Ltd (the UK subsidiary) as an Order Fulfilment Administrator. This will be an office-based role.

### Your area of responsibility

Responsible for the order fulfilment process from goods receipt until dispatch. You must be passionate about customer service with a strong customer-oriented approach. Enjoy challenging tasks and willing to learn new skills.

### Main Tasks:

- Administrative support for national customers
- Entry of sales orders in SAP
- Customer advice and support both on the phone and by E-Mail
- Liaise with relevant departments for technical support to answer customer queries
- Ensure the order process operates efficiently
- Contact person for queries regarding the progress of customer orders
- International cooperation with TIS headquarters in Germany

### Additional Tasks:

- Supporting the accounts function with invoice queries
- Supporting Logistics with customs documentation for the receipt/return of goods to Germany, Ireland, Channel Islands and Northern Ireland
- Int. Sales support when required

### Your qualifications/qualities:

- Vocational training in a customer service based discipline
- A good level of understanding of technology and be process oriented
- Good PC knowledge (MS-Office)
- SAP knowledge/experience is essential
- Experienced in Customs processes and documentation
- Strong organisational skills and attention to detail

**If you would like to be considered for this position please send your CV to Paul:  
[info@testotis.co.uk](mailto:info@testotis.co.uk)**

**Apply now and make your contribution to the success of Testo Industrial Services.  
We look forward to receive your detailed application.**

[Apply now](#)