

## Customer Support and Order Specialist

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Company: Saphunt

Location: Venezuela

Category: other-general

### The Offer

Flexible working options

Opportunity within company with a solid track record of success

Opportunity to make a positive impact

### The Job

#### Responsibilities:

Check and upload bills to software.

Manually uploading products to the Amazon platform.

Manage inventory and update the stock availability.

Convert Amazon orders to Holded sales tickets (ERP).

Manage and process orders.

Keep track of orders.

### The Profile

#### Requirements:

Previous experience in order management and customer support roles.

Invoicing and accounting background.

Experience with Ecommerce and E-commerce platforms.

Native Spanish speaker to be able to effectively liaise with stakeholders in the region.

Experience with ERP systems and Amazon seller platform.

Strong attention to detail and ability to work with accuracy.

Proficient in using ticketing systems (e.g., Zendesk) and other relevant software.

### **The Employer**

Our client is currently seeking a Customer Support and Order Management Specialist for a rapidly growing e-commerce business in Madrid, Spain.

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