

Smart Industrial Connectivity: Electrification, automation, digitalization, electrical connection technology, electromobility, and renewable energies are the markets where Weidmüller excels.

As experienced specialists, we offer customers and partners worldwide products, solutions and services in the industrial environment of energy, signals and data. We are shaping the technological challenges of tomorrow and are constantly developing innovative, sustainable and useful solutions for the individual needs of our customers. Together, we set the standards in the field of industrial connectivity.

Your Role as Order Entry Specialist

As an Order Entry Specialist, you are responsible for accurately processing customer orders into the company's system, ensuring data integrity, and supporting smooth order fulfillment. This role acts as a key link between customers, sales teams, and operations to ensure timely and accurate delivery of goods or services.

Key Responsibilities

- Process customer purchase orders using document-recognition software (e.g., OCR/BLP).
- Validate extracted data and transfer it accurately into the ERP system.
- Handle exceptions and clarification cases when information is missing or inconsistent.
- Support standardized, efficient workflows within the Shared Service Center.
- Contribute to workload pooling and ensure coverage for colleagues during peak periods.
- Help improve automation rates and maintain high data quality.

Your Profile

- Commercial background or equivalent administrative qualification.
- Experience with ERP systems (SAP preferred) and digital processing tools.
- High accuracy, reliability, and a structured working style.



- Experience in order entry or customer service is an advantage.
- Good English skills; additional languages depending on supported countries.

What we offer

- Professional development: you will be part of an international team committed to support you to learn new skills and shape a career path that fits you, with access to various learning platforms;
- Onboarding & Integration: we ensure a smooth and efficient integration through a structured onboarding program, complemented by the ongoing support of a collaborative team;
- We prioritize your well-being: therefore we're granting access to high-quality healthcare services through our comprehensive private medical insurance;
- Meal tickets: we support your everyday routine with meal tickets to make your workdays a little easier and more enjoyable;
- Gifts for Special Occasions: Easter Holidays, Winter Holidays, 8th of March for our ladies colleagues;
- Flexibility: we support a healthy work-life balance by offering flexible arrangements tailored to your role and responsibilities;
- Bonuses: performance bonuses as a reward of your achievements and referral bonuses as a thank you for helping our team growth.

Meet us here: <https://www.weidmueller.ro/ro/index.jsp>