Amazon Order Processor

Results:

1. Accurately processing all orders in Amazon
2. Being notified of any major issues regarding your Amazon account

Work:

- Check Amazon Seller Central for new orders
- Copy order information (name, address, products + quantities) and email to appropriate vendor with account number
- Mark processed orders as shipped and add appropriate shipping service
- Check for A-to-Z Guarantee Claims, customer emails/questions, and Amazon emails and report all findings - in summary form - to me
- Check customer service email and send me summary

Standards:

- Orders are to be checked and processed every week day
- Orders are to be sent to vendors and marked as shipped immediately after checking
- Any outstanding issues are to be reported to me immediately