

Job Description

Job Title	Return Management
Function	Sales
Location/ Site	Thailand
GENERAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none">• Create Sales Orders: Pick up / Fill up Sales Orders• Check ensure accuracy of GP%, RSP, Barcode Group, and other information field• Maintain the reference documents of hard-copy RG note by S/A in Sales Orders• Work with SA for the correction of discrepancy between RG note and actual quantity return to 3rd party service provider for distribution center.• Physical Stock Transfer with DU01 Storage Type: special Handling• Process Sales Order up to completion of billing creation: Credit Note / Invoices in SAP System. Update order type in the system and fill up to return• Provide summary of Stock Deviation to Sales Admins on consignment for daily consignment stock adjustment.• Manage return priority: Cut-off date of CN and invoice, Pool Materials, any errors, etc.• Coordination with distribution team for products with billing issues• Monthly Non-Sales Process upon approval memo (clear stock into cost center)	
REQUIREMENTS	
<ul style="list-style-type: none">• Minimum 5 years work experience in administrative function• Have minimum 2 years' experience as key user for SAP• Proficient use of excel• Bachelor degree• Details oriented	
NOTE This Job Description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization.	