

(Junior) Sales Support Administrator – Nordics/Baltics/Balkan/CEE

For our client, a driven innovator and international player in the automotive/chemical sector, located in the south of Antwerp, we are looking for a (junior) sales support administrator for the Nordics/Baltics/Balkan/CEE region

Why is this job something for you?

- You will be welcomed in an enthusiastic team where you can count on solid training and support, but also sufficient scope to fully develop and apply your commercial, organizational and technical skills.
- In addition you can be assured of a motivational remuneration package supplemented with various extra-legal benefits.

What are you going to do ?

- Your most important task is to follow up the orders and arrange all the administrative tasks around that.
- You are with your team responsible for the organisation of logistics/shipments within your region. This includes booking and coordination of logistics/shipments, drawing up delivery and custom documents, contacting with forwarders & shipping agents, invoicing and follow up if goods are delivered in good shape;
- You work together with your customers and the external sales team (different points of contact);
- You make sure that the ordered products are in line with the agreed product mix for each customer; You focus on order parameters, product ordering and availability checks to ensure that sufficient stock is available to meet customer needs;
- You configure the most optimal truck/container load (by using the special support program);
- You collaborate closely with inside sales & marketing to coordinate the shipment of marketing kits & materials;
- You follow-up on customer payments (both outstanding as credit limit exceedance) and take action accordingly;

Who are we looking for ?

- You have (at least a first) relevant experience in an administrative/sales support role;
- You have a good understanding of the main logistic and supply chain processes or are willing to learn;
- Your well-honed collaboration and communication skills allow you to develop positive, productive relationships both internally and externally and across multiple countries;
- You work accurate and you are result driven;
- You're able to communicate fluently/business level in Dutch and English, any other language is an asset;
- Good understanding of MS Office applications (especially Excel);
- You live in the Antwerp (Belgium) region



Apply ?

This can easily be done by email on info@clearskyselection.be

For more information about this opportunity, you can always contact Koen Van Hoyer - manager at Clear Sky Selection on telephone number 0499-593046 or through the above email address.