

Sales Support – Antwerp

For our client, a global market leader in the production and sales of fertilizers and chemical products for the industry we are looking for an international Sales Support for their European headquarters in Antwerp.

This is a great opportunity for someone who enjoys **customer service, order processing, international logistics, key account coordination, problem solving** and **cross-team communication**.

Why is this job something for you?

- You'll have a challenging position surrounded by great colleagues who prioritize teamwork, all at a pleasant work location in the center of Antwerp.
- Furthermore, you'll be joining a dynamic international company where growth, professionalism, and an informal work environment go hand in hand.
- You can count on a motivating compensation package supplemented with various fringe benefits.

What are you going to do ?

- Day-to-day follow up and service to the customer.
- Making quotations for (key) customers, in collaboration with the Area Sales Manager/Director.
- Order processing for EMEA and China (phone/e-mail): reception, input and confirmation to customers.
- Coordinating deliveries with logistics companies.
- Liaising between Sales and Logistics for warehouse preparation and loading.
- Liaising between Sales and Finance on credit lines and overdue invoices.
- Supporting auditors (PWC) with document research.
- Preparing and following up on Cphl Europe participation (stand-building, exhibition organization).
- Providing sales coordination support on Key Accounts.

Who are we looking for ?

- We are looking for a candidate with several years of relevant experience in a similar sales support, sales coordination or customer service role within an international environment.
- At least a bachelor's degree, combined with proven, hands-on experience in international order processing and sales coordination.
- Language skills: professional knowledge of English and Spanish is a must..
- Computer skills: SAP, Microsoft Office with good knowledge of Excel.
- The team is looking for an enthusiastic, strong team player who can also work independently.
- A colleague who enjoys finding solutions, is hands-on, and has a commercial and logistic talent, able to coordinate key accounts autonomously.

Apply ?

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

For your information: I'm on vacation until Wednesday, August 26, and will get back to you after that

If you apply, you agree to the privacy policy of Clear Sky Selection: <https://www.clearskyselection.be/privacy-regeling>.