

Sales Support Administrator – DACH

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 sales support administrator DACH.

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 ?

- You are the central contact for the customers/distributors in your region (Germany, Austria, Switzerland).
- You manage the entire order-to-cash process, from order processing and follow-up with your different stakeholders (production, warehouse, marketing, supply chain, ..) to transport arrangement, billing and after-sales.
- You work in tandem with and offer administrative support to the commercial managers of the region.
- You are the pivot between the internal organisation and the customer. You will regularly consult with or coordinate with various internal departments (logistics & supply chain, production, sales, marketing, etc.).
- You work in close consultation with the supply chain department to follow up on the forecasts in order to prevent peaks in the production process.

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 English and German, any other language is an asset;
- Good understanding of MS Office applications (especially Excel);
- You live in Belgium.

Apply ?

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

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