

Junior Sales Support – Antwerp

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

This is a great opportunity for a **detail-oriented starter** who enjoys **customer service, order processing, international logistics, 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 customers in the EMEA and China region.
- Making quotations for customers in collaboration and/or on instruction of the Area Sales Manager/Director
- Order processing EMEA and China region: order reception (by phone, e-mail), input and confirmation to customers
- Coordination with logistics companies to organize deliveries by different means of transportation
- Coordination between Sales and Logistics department (instructing on preparation of goods in the warehouse for loading on customer request).
- Coordination between Sales and Finance department (check/installation of credit lines and follow-up of overdue invoices)
- Collaboration/document research with auditors (PWC)
- Preparation and follow-up on Cphl Europe participation, including stand-building and exhibition organization communication

Who are we looking for ?

- This is a Junior entry-level position, intended for a candidate who recently graduated with at least a bachelor's degree or with a first work experience.
- Language skills: professional knowledge of English is a must. Knowledge of Spanish is a big plus.
- Computer skills: Microsoft Office with good knowledge of Excel.

- The team is looking for an enthusiastic and strong team player.
- A colleague who enjoys finding solutions, is hands-on and has a commercial and logistic talent.

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 the above emailaddress or on tel: 0499-593046.

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