

Sales Support Coordinator Florence-Italy

For our client, a multinational company and the world leader in the production and commercialization of fertilizers and chemical products for industrial use, we are looking for an Sales Support Coordinator **for the sales activity in North Italy.**

Why is this job something for you?

- A challenging **full-time position** within a stable, world-leading multinational company
- A collaborative and **international working environment** with exposure to global markets
- A role with **responsibility and autonomy** within a specialized customer care team
- A **competitive salary package** in line with your experience and expertise
- Opportunities to **further develop your knowledge** of international trade, SAP, and global customer care processes

What are you going to do ?

In this full-time role, you will work closely with colleagues from various departments and report directly to the Customer Service Lead for the region.

You are responsible for the administrative processing and follow-up of sales orders and also supply chain responsibilities:

- Ensuring correct and complete order processing in ERP (SAP S/4HANA) including pricing, delivery term and conditions.
- Acting as link between customers and sales manager addressing order-related questions and resolving issues in a timely and professional manner.
- Preparing bag layouts and labels in line with customers' requirements and applicable local legislation.
- Coordinating and managing orders, ensuring accurate preparation of required documentation
- Working closely with colleagues from Regulatory Affairs, Sales, Marketing, Logistics, Finance.

Who are we looking for ?

- You hold at least a **bachelor's degree** or have gained equivalent expertise (min 5 years) through relevant experience (customer care, sales support, sales coordination)
- You are **familiar with working in an ERP system, preferably SAP S/4HANA**
- You have a **very good command of Italian and English**, both written and spoken
- You have **experience in International Trade processes, Incoterms, documentation**
- You are proficient in Microsoft Office, with a strong focus on Excel

What kind of colleague are you?

- You are a reliable **team player** with a **proactive and solution-oriented mindset**
- You can work **independently** and bring a **mature, professional attitude** to the role.
- You are comfortable **managing multiple priorities** in an international environment
- You **communicate clearly** and take ownership of your responsibilities
- You take pride in **delivering high-quality service** and contributing to customer satisfaction

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 email address.

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