

For our International Sales Division we are looking for an enthusiastic

(Junior) Sales Assistant CIS

Main tasks and responsibilities

The Sales Assistant Order Administration assists the Area manager. He/she controls the orders and places them within the existing terms of contract. He/she follows the outstanding orders, ensures timely delivery of orders.

Tasks to be handled independently:

- Order Processing
Collect and process orders
Identify, report, solve discrepancies
Stock control and allocation
Inform customers of availability and delivery of the goods
- Sales Promotion
Coordinate action with Marketing & Sales Department
- General Tasks
Identify, report and handle problems
Support Area Manager
- Secretarial Tasks
Administrative tasks
Typing (letter of credit / debit note)
Filing (shipping documents)

Candidate

We are looking for candidates who are flexible, proactive and can work independently as well as part of a small team under time pressure and heavy workload.

Skills & qualifications

The right candidate is flexible, cooperative and accurate as well as customer friendly and willing to learn.

He/she has:

- Thorough knowledge of order processing and export procedures
- Experience with handling miss shipments
- Education level MBO+
- Very good knowledge of the Dutch and English language, spoken and written.
- Knowledge of the Spanish and/or German and/or French language is evaluated as high advantage
- Experience with standard software applications (MS Office) and Exact

He/she can:

- work independently and as part of a team
- negotiate and communicate skillfully with customers
- handle stress and heavy workload

If you have any questions please contact Mr. Victor Tsao at +31 33 4698400 or send your resume and application to vacature@scantech-id.com using reference code SACIS08 in the subject field.