

International Sales Coordinator (part time)

XYTECH, a well-established company developing and manufacturing modules for OEM's in the (3D) printing-, medical- and other high-tech segments is looking for an internal sales coordinator . We operate as a contract-manufacturer and have been very successful in being the High Quality Gateway to Low Cost Manufacturing, in particular for the Low Volume High Mix niche of the market.

XYTECH headquarters are based in the Netherlands (Venray). Our production location is based in China (Suzhou), serving customers all over the world.

International Sales Coordinator (part time)

The sales coordinator is responsible for all back office sales activities at XYTECH. You will be the primary contact point between our factory in China and our international customers. You will be managing all (sales)orders, deliveries of our existing customers, loading our ERP system with pricing, orders, forecast and provide input for our periodic sales reporting.

The Sales coordinator is a pro-active person with excellent communication skills. He or she assures proper handling of customer requests (e.g. orders, changes, complaints, etc.) towards other departments involved.

The International Sales Coordinator reports to Director Sales & Marketing (located in NL).

Tasks and responsibilities:

- Develop and execute filing/reporting/documentation systems for internal sales.
- Manage and process customer orders and forecasts
- Monitor sales goals and projections
- Recommend policies and procedures to ensure the sales force provides proper and effective treatment of customers.
- Organizes and conducts customer research and customer satisfaction
- Provide back office services for all XYTECH' international Sales representatives.
- Support the RFQ process
- Main customer contact for direct sales related issues.
- Load and maintain sales data in Axapta (both input and output)
- Monitor and communicate complaints received from customers.
- Support Sales Manager in periodic sales reporting
- Organize and maintain sales files and folders
- Hold close contact with our facility in China, mainly the Supply Chain Management Team

Candidate profile:

- MBO+ (commercial/administrative/technical)
- Affinity with/interested in technology and mechanical engineering
- Experience in an international commercial internal sales position
- Advanced knowledge of MS Office; knowledge of ERP systems is preferred
- Excellent in Dutch and English (both speaking and writing); German and French language skills are preferred. CHINESE speaking will be heaven!
- Flexible and creative
- Can work under pressure
- Multi tasking
- Team player
- Excellent communication skills
- Sense of humor

This position is part-time (20-24 hours) with the possibility of working more hours in the future and available immediately.

Please send your CV and motivation to the attention of Ingrid Op het Veld.

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XPS BV

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