

Our group SOLINA (1500 Employees, € 405M turnover, 15 production sites in Europe and locations in 17 countries) imagines, conceives and develops ingredient solutions for food industries. Our vision: « Create Solutions for Tomorrow's Food ».

For the Netherlands (200 employees, 2 plants) we are currently recruiting a

Sales Administrator M/F

Permanent Contract

Job based in the Netherlands: Rotterdam (Reference SAROT)

Reporting hierarchically to the Sales Manager.

Main purpose:

The sales administrator is in charge of:

Retail activities (60% of the time) to support the retail account manager and to manage direct contact with retail customers (under leadership of account manager)

- Follow the sales / orders / sample requests from customers and provide information / reports to retail account manager
- Be responsible for all customer information & documents (specifications / artwork designs / questionnaires)
- Participation in preparation of customer seminars, road-shows to customers
- High reactivity in case of customer complaints/requests
- Provide Supply Chain department with forecasts and inform Procurement about amounts of RM and Pack to order

B-to-B activities (40% of the time) to support 2 account managers + the sales manager for daily tasks such as customer visit preparation and post sales tasks regarding customer visits.

Responsibilities:

- Support account managers to pre and post sales visit & document and follow-up
- Provide weekly KPI updates to SM / account manager
- Support group projects (CRM – Gatekeeper – etc.)
- Interface sales admin group
- Administrative sales contract follow up
- Ad hoc specific tasks related to marketing
- Communication towards customers in complaint handling

Profile required:

- Takes initiative, has entrepreneurial and hands-on spirit, business acumen
- 3+ years of experience in commercial sales related back office
- Has the capacity to communicate with the people from the technical, production, office and commercial departments
- Is a team player
- Has outstanding execution skills
- Excellent knowledge of Word, Excel, Outlook
- Speaks and writes fluent in Dutch & English

This is a challenging role with growth potential in a developing, young, ambitious and dynamic environment.

If you are interested, please send your CV and motivation letter by mail to recruitment@solina-group.nl specifying in the subject line reference **SAROT**.