

Vacancy:



Sales Order Processor and Customer Support (full-time)

Comed BV is a European based Company with its head office in The Netherlands, and is part of the Lepu Medical Technology holding company. We are a European supplier of cardiovascular medical technology devices dedicated to improve the quality of life of patients and the daily work of the physicians. We have the exclusive rights for Europe, Middle East and Africa to market and sell our product lines.

We are looking for a full-time colleague to process sales orders through our ERP system, coordinating with international sales managers and the warehouse. This Order Processing role will involve working in an international fast-paced environment with multiple interruptions.

Job function:

Working closely with the international sales managers, logistics and finance you will focus mainly on:

- answer incoming calls/emails in support of the sales team, customers, and suppliers
- accurately entering and processing orders in a timely manner, diligently following orders through to completion,
- problem solving by researching within the ERP database, email exchanges, and appropriate team members,

Your other secondary tasks will include

- working with appropriate parties to quickly resolve issues that might delay timely processing
- support the company's administrative staff in a variety of general office and clerical tasks

Skill set required:

We are looking for someone who can demonstrate:

- Excellent sales order processing skills, with experience of using NAV2015 or another ERP system,
- Experience with international shipping rules and regulations
- Excellent (written and spoken) communication skills, in English
- Good working knowledge of written and spoken Dutch
- Experience in Customer Service in an international setting
- Have a high degree of accuracy and attention to detail.
- Good IT skills including MS Office with ERP skills preferred
- Ability to work on own initiative as part of a small team
- Possess the flexibility necessary to multi-task in a demanding, fast-paced technical environment
- Have a professional and pleasant phone manner to service incoming and outgoing calls
- Excellent organizational and time management skills with the ability to prioritize and multi-task for maximum efficiency
- MBO+ or HBO qualification

What we offer:

We are a small and dynamic team. The administration office is based in Heerenveen and we are in close contact with our sales managers in the field. We are enthusiastic and ambitious colleagues who enjoy challenges. We have fun and work hard in equal measure!

The Order Processor will work together with the Logistics Coordinator, both positions reporting to the Operations Manager.

If you are interested in this position, then please send your CV, current period of notice and a motivating letter to info@comedbv.com using the subject title: Comed Vacancy + (Your surname).

We wish to fulfill this position in March 2017. The deadline for sending in your application is 13 February 2017