

Sales Coordinator

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Company: Desmet Ballestra

Location: Belgium

Category: other-general

Sales Coordinator

Job summary

Based in our headquarters in Zaventem, as a Sales Coordinator you will play an important role in supporting our EMASA sales team in 3 key areas:

Perform a variety of administrative tasks to ensure a smooth sales process,

Collaborate with marketing to support sales initiatives,

Coordinate our Environmental Social and Governance (ESG) initiatives,

Your work will directly contribute to our company's commercial success and help our EMASA sales team to meet their sales targets and maintain high customer satisfaction.

Key accountabilities

Sales support function

Prepare draft proposals (technical and commercial) for the Area Sales Managers according to the provided data and instructions, for any of the Desmet processes,

Support and coordinate the **update of the sales department information systems** (CRM and CMS),

Contribute to the **update of the commercial standard documents**,

Research and gather **market data to support the sales team's** decision-making process.

Marketing support function

Support the organization of commercial events(exhibitions, fairs, trade shows, conferences, Desmet Technology workshop, etc.),

Assist with marketing related tasksin coordination with our Global Marketing Manager and our Sales Team; such as: distribution of marketing material to clients, production of marketing material (presentations, brochures, reference lists, promo goodies, etc), mass mailing, advertising and social media post.

ESG coordinator

Measure and track ESG performanceby using data and metrics to track the company's progress on its ESG goals,

Provide ESG leadershipby advising on ESG issues and advocating for ESG-friendly practices within the company.

Required profile

Required Education / Experience

Bachelor degree in business administration, marketing, or a related field,

Knowledge, Skills & Abilities

Excellent interpersonal and intercultural skills,

A real team player, demonstrating excellent people management skills,

Pro-active, and hands-on attitude,

Proven ability to manage multiple tasks effectively under pressure,

Excellent organizational and time management skills,

Fluent knowledge of English is a must (Dutch, French, Spanish or any other language is an asset),

Proficient in Microsoft Office Suite, particularly Excel and Word,

Experience with CRM software is a plus.

Our offer

You will join a global market leader in an international environment with highly talented

colleagues. We'll offer you a fulltime position with an attractive compensation & benefits package with flexible hours and possibility to work from home. You will have the opportunity to grow and develop in your skills, competencies, and career in an innovation oriented environment.

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