

Key Account Coordinator (H/F/X)

La société

Pour cette fonction à caractère commercial en relation avec nos clients constructeurs automobiles européens et notre maison mère au Japon, une excellente maîtrise de l'anglais oral et écrit est indispensable.

Fonction

Based within the sales team, your role consists in performing commercial and administrative tasks focusing on quotation management, purchase orders management, price and payment control with the objective of supporting the Key Account Manager (KAM) and be the customer interface on assigned topics in order to maximize customer satisfaction and ensuring smooth business coordination for our Automatic Transmission business.

More precisely :

Assist Customer in daily operations

Support the customer in day to day business in order to maximize customer satisfaction and ensure smooth business continuity. Coordinate topics (assigned by Key Account Manager) with customer in order to ensure follow-up and conclusion.

Quotation Management (Internal & External)

- Prepare draft quotations and issue final quotations
- Record all quotations issued and track corresponding Purchase Order reception
- Update Price lists

Purchase Order Management / Price Control

- Collect Purchase Order from customer and ensure that its contents reflect the contents of our quotation (price, applicable date, payment terms, etc...)
- Check collected purchase orders and share with all concerned departments
- Record data and paper copies of all purchase orders.
- Input Sales and Purchase Prices in ERP system
- Calculate compensations towards our customer and / or our mother company when necessary.

Customer Payment Control

- Identify root cause for payment issues and take/assign corrective and preventive actions in order to solve it.
- Conduct internal follow-up on open items assigned to concerned departments
- Contact the customer with the objective of preventing delayed customer payment or to assist to find a quick solution to existing delayed payments.
- Report payment status on weekly basis

Internal support and coordination

Collect and distribute relevant information received from the customer to internal departments or adequate person in order to ensure good communication of customer requirements.

Customer & Internal Meetings

- Prepare meeting material / presentations

Profil

You have a university degree (preferably business oriented) with at least 2 or 3 years of experience in sales support.

A well-organized and efficient team worker, you have excellent communication skills and are stress-resilient.

You have a good knowledge of Excel and PowerPoint.

You are fluent in English and at ease in an international environment.

Offre

The opportunity to join an energetic team in a spearheading sector, with worldwide scope, famous for its concern for quality and service, where you can develop your sales talent;

An open, multicultural and international environment;

A modern, easily accessible and pleasant work environment, near Braine l'Alleud (South of Brussels);

An attractive salary package with competitive fringe benefits.

An open-end contract.

Lieu:

Braine-L'Alleud

