



ZakkenCentrale is represented worldwide

## Administrative Sales Assistant

### ZakkenCentrale

*is a family-owned business in the packaging materials industry with over 100 years of experience in 60 countries, knowing exactly what matters in the packaging sector.*

*We provide industrial packaging for a wide range of clients in industries such as food ingredients, pet food, construction, chemicals, and recycling. This brings us to many different (production) locations with our 25 to 50 kilogram bags, big bags, container liners, packaging nets, and sealing and weighing machines.*

*We meet all the requirements and standards that customers expect from a packaging company. To maintain their high-quality standards, we continually invest in employees and product facilities. As the company grows steadily each year, we are looking for an international account manager to further expand the successful team.*

As an Administrative Sales Employee, you are part of a close-knit team and a key link to the account managers. You provide the sales team with accurate pricing for their quotations. Additionally, you have phone contact with customers regarding outstanding orders, note discrepancies, and formulate corrective actions. You also resolve issues raised by customers that do not have financial consequences or changes in the established specifications.

In this role, you are the central point of contact, working closely with the purchasing manager. You are also the go-to person for the account managers, helping them quickly with matters such as ongoing quotations, and you handle much of the communication to and from sales and purchasing. You ensure that all processes run efficiently and correctly, but you're also not afraid to speak up when you need certain information to complete your tasks. You're at the start of your career and eager to grow.

### You are an sales assistant with:

- ◆ HBO working and thinking level
- ◆ At least 2 years of experience in an (international) trading environment is a plus
- ◆ Customer-oriented, friendly, and proactive
- ◆ Strong command of Dutch and English, excellent communication skills
- ◆ Additional language skills (French/German) are a plus
- ◆ Accurate and able to set priorities
- ◆ Strong sense of responsibility

### You can expect from us:

- ◆ A challenging role at a successful mid-sized packaging manufacturer
- ◆ Excellent employment conditions in line with your experience and age
- ◆ At least 32 hours available
- ◆ 25 vacation days
- ◆ Good pension plan
- ◆ Pleasant work environment with freedom to shape the role yourself
- ◆ Opportunities for development

### Excited?

Then apply via [rosabela.ruizdefeikens@zakkencentrale.nl](mailto:rosabela.ruizdefeikens@zakkencentrale.nl) and include your motivation and CV.

Have questions? Feel free to ask!

Contact Rosabela Ruiz de Feikens at 010 446 1466 or [rosabela.ruizdefeikens@zakkencentrale.nl](mailto:rosabela.ruizdefeikens@zakkencentrale.nl)

Acquisition in response to this vacancy is not appreciated.