



For Yanmar Marine International, located in Almere, we are looking for a:

BACK OFFICE SALES SPECIALIST

Due to the rapid business expansion and forward integration YMI is currently looking for a Sales Order Specialist for the Global Marine Sales back-office team.

Objective

Management of order, logistics and invoicing processes for delivery of YMI products to its global distributors and OEM's and establishing delivery performance and financial control. Management and maintenance of electronic ordering system. Direct collaboration with OEM's and Yanmar's regional sales office with regards to order forecasting and intake.

Position Description

- Coordinate, receive and check incoming orders for all standard products and options from assigned distributors and process those into YMI internal computer systems
- Coordinate, receive and check incoming orders for all standard products and options from assigned OEM's and process those into YMI internal computer systems
- Coordinate and manage Yanmar's proprietary engine returnable crates
- Provide support and data for PSI meetings with Yanmar Japan and Yanmar Europe
- Ability to work with OEM Service ratio performance reports and act accordingly
- Provide detailed reports (open orders, back orders, production planning sheets)
- Coordinate non-standard sales enquiries with Key Account Managers and Application dept.
- Responsible for maintaining the electronic ordering system
- Act as linking pin between Yanmar's regional office and YMI/YEU related depts. with regards to orders and logistics
- Analyze demand and place stock orders for gears (from group company)
- Run sales contracts and check prices and delivery conditions before issuing towards the assigned distributors
- Coordinate and check completion dates of products with Production department
- Take care of stock taking third party and own warehouse and report to accounting
- Provide updated information on daily base about the logistical aspects of these orders towards distributors including estimated shipping dates of completed products
- Arrange transportation of completed products towards the assigned distributors within the agreed shipping dates
- Arrange all necessary shipping export documents for worldwide destinations
- Run invoices at time of shipment and check prices and delivery conditions prior issuing towards the assigned distributors
- Coordinate and forward distributor complaints to the related departments
- Keep Account Managers updated about communication with distributors and provide them with all relevant business data
- Maintain daily communication with the assigned distributors and represent Key Account Manager during absence
- Execute and coordinate special projects requested by department management





Requirements

- Graduate with Bachelor
- Over 3 years' experience in a sales back-office position
- Result driven, creative mind, enthusiastic, pro-active and strong focus on relation management
- Willing to work in a dynamic, multicultural multinational in marine business
- The right attitude to support others
- Ability to work with data
- Ability to communicate and influence virtually
- Very good communication skills and customer attitude
- Strong knowledge of MS Office software tools
- Experience in working with an ERP system (SAP)
- Excellent knowledge of English language is a must, mastering other languages (eg French, Spanish) is considered as additional benefit

Workbase is in Almere, therefore candidates must live within an acceptable distance and must have a permanent residence- and work permit for the Netherlands.

About YANMAR

Founded in 1912, YANMAR has grown into a respected and trusted global manufacturer of highly advanced, efficient engine products and equipment, with over 20.000 employees and sales network operating in over 130 countries.

YANMAR Marine International (YMI) is the Global headquarters for the marine recreational engine business.

Interested?

Mail your motivation letter, together with your CV, to Mrs. Trudy van Eikeren, Manager Human Resources.

E-mail: trudy_vaneikeren@yanmar.com

Telephone number: 036 54 93 273

Acquisition in response to this ad is not appreciated

