



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, located in Almere, is currently looking for a Sales Order Specialist for the Global Marine Sales back-office team

Position Description

Management of order, logistics and invoicing processes for delivery of YMI products to distributors and OEM's in France 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 dealers in France and process those into YMI internal computer systems
- Coordinate and forward non-standard Sales Enquiries to the Sales Account Manager
- Coordinate and maintain Products and Options Data in Master Database for individual OEM's
- Run Sales Contracts and check Prices and Delivery Conditions before issuing towards the assigned OEM's
- Coordinate and check completion dates of products with Production Department
- Provide updated information on daily base about the logistical aspects of these orders towards OEM's including estimated shipping dates of completed products
- Arrange transportation of completed products towards the assigned OEM's 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 OEM's
- Coordinate and forward distributor complaints to the Quality department
- Keep Sales Account Managers updated about communication with OEM's and provide them with all relevant business data
- Maintain daily communication with the assigned OEM and represent Sales 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 and the ability to work with data
- 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 French and English language is a must

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

Yanmar Europe offers:

A truly international organization with respect for everyone's culture and room for individual development. A career in a dynamic environment where it is different every day. Space for initiatives and ideas. Motivated and sincere colleagues who will welcome you warmly. Quality products with a reliable and excellent image.

Yanmar is a stable, solid employer and offers a competitive employment benefits package.

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

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.

Acquisition in response to this ad is not appreciated

YANMAR