



Global Sales Assistant

Ucamco develops and markets high-precision optical equipment and CAM software for Printed Circuit Board fabrication globally. The B2B sales is through a network of local agents and distributors, supported by local Ucamco application specialists.

See www.ucamco.com for more information.

Ucamco employs about 36 colleagues in Belgium. At this moment we are currently looking for a global sales assistant at the Ucamco headquarters in Gent.

Job Description

The Global Sales Assistant reports to the Global Sales Director. She or he is the main contact for the agents and distributors globally and performs the following tasks:

- Prepare quotations (price, delivery)
- Create and manage maintenance contracts, send contract renewal notices, process maintenance orders, and send updated maintenance certificates.
- Administer the price lists and send revisions to the sales force
- Strive to obtain complete and accurate order information so orders can be processed with little to no errors.
- Closely follow-up with Sales Representatives to keep them apprised of progress to gather order information and process orders.
- Track all activity, contacts made on accounts, and updates the ERP system when applicable.
- Organize sales events, user meetings, assist on trade shows etc.

Qualifications

- Bachelor degree Business Administration/Officemanagement/commercial
- Fluency in written and spoken English is a must.
- The usual computer skills and fluency with MS Office applications: Outlook, Word and Excel
- Knowledge of other languages than English is a plus, especially German, Chinese, Japanese, French.
- Experience in a similar job is a plus.



Offer

- Fulltime (or 4/5) job in a stable working environment
- Easily accessible in Ghent, St.-Denijs Westrem
- Opportunities to develop you personal skills
- Market based wage conditions with various fringe benefits

Are you stress-resistant and an expert in administrative tasks?

Are you punctual in following up on various files?

Then you are the perfect match for the Sales Team in our head office in Sint-Denijs-Westrem!

Contact us today

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