

Sales Coordinator / Customer Service Logistics

Delta Group is the world's largest provider of switching power supplies and a major source for power management solutions, components, visual displays, industrial automation, networking products, and renewable energy solutions. Established in 1971, Delta Group has sales offices worldwide and manufacturing plants in Taiwan, Thailand, China, Mexico and Europe. As a global leader in power electronics, Delta is committed to environment protection and has implemented green, lead-free production and recycling and waste management programs for many years. Delta's mission continues to be: "To provide innovative energy-saving products for a better quality of life.

For our Hoofddorp office we are looking for a

SALES COORDINATOR / CUSTOMER SERVICE

Our international Customer Service Support team is looking for an enthusiastic colleague whose main responsibilities are:

- >> Sales Order Processing: accurately, timely and completely process sales orders, including create and maintain customer master, validate sales order, trace A/R, logistics arrangement and other steps of the procedure of the company
- >> Inventory Management: coordinating the rolling forecast, shipping schedule, safety inventory, physical inventory, and shipping information from distributors, sales, factory, and hubs
- >> Customer Service: taking care all phone calls, complaints, issues from distributors, dealers and customers and follow up on a timely basis
- >> Sales Supports: supporting outside sales and all dealers, distributors, and customers with all their inquiries and requests
- >> Support marketing activities, including road shows, dealer events and trade fairs

QUALIFICATONS

- » 2-3 years working with SAP R/3 in processing SO, PO, and inventory
- » 3-5 years working experience in sales dept. of import-export organization
- » Advanced knowledge on MS Excel
- » Good command of Mandarin Chinese and English
- » Good administration/organizing/customer service skills
- » Pro-active and independent
- » Friendly attitude and behavior towards customers

SALARY

A good salary package depending on age and experience and good secondary conditions are being offered.

Contact Information

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