

Delta Engineering – Sales Administrator

Sales Administrator

As a Sales Administrator, you will play a key role in connecting our customers with internal operations, handling incoming requests, and supporting customer satisfaction through clear, timely communication. You will manage machine orders from A to Z - from entry through planning, shipping, installation, and invoicing - while maintaining accurate data in ERP and CRM systems. Additionally, you will support the service department by preparing quotations, processing spare parts orders, coordinating interventions, and ensuring all transport documentation is complete and compliant.

Your tasks:

- Manage incoming customer requests providing feedback and guiding them through the organization.
- Keep customer and project data accurate and up to date in the ERP, CRM, and quotation systems.
- Support the service department by preparing quotations and processing orders for spare parts.
- Manage machine orders from A to Z, from order entry and administrative processing through planning, shipping, installation, and invoicing in close collaboration with the project and sales engineer.
- Ensure shipping and transport documentation is complete and correctly prepared in accordance with internal procedures and requirements.
- Organize and coordinate interventions in close collaboration with the service department.
- Support customer satisfaction through clear communication, timely follow-up, and coordination with the relevant internal teams.

Your profile:

- Bachelor's degree or equivalent experience.
- Customer-oriented with strong communication skills and a team-player attitude.
- Fluent in English; additional languages are a plus.
- Result-oriented, critical thinker with assertiveness.

Our Offer:

- A job in a captivating environment, focused on growth and international collaboration.
- Learning opportunities and development in a friendly and open minded team.
- Motivating benefit packages.

<https://delta-engineering.be/>