

Function : **Back office Employee 0,4 fte (16 hours 4*4)**
Can possibly be extended to 36 hours in the future
Workplace : Office
Reports to : Sales Manager
Date : March 1, 2016

Responsibilities, tasks and authorities

- General Sales Support; including customer follow up in absence of Sales team members, maintenance of customer database, updating technical overviews, presentations and proposals
- Management and secretarial support to CEO and Director
- Managing accounts and act as point of contact Sales team
- Actively involved in creation of newsletters, Social Media Campaigns and the organization of exhibitions
- Maintaining marketing inventory
- Responsible for travel arrangements and supporting documents
- Sporadically supports Sales team at international exhibitions/fairs

Profile

- MBO+ Education
- Minimum two years experience in Sales Support in an international working environment
- Fluency in both written and spoken English as well as professional Dutch working proficiency
- Proficient in Microsoft Office and affinity with social media i.e. Twitter, Facebook, LinkedIn
- Creative and a team worker
- Communicative and problem solving attitude
- Upstream oil and gas background or knowledge of drilling is a plus

If you are interested in joining our ambitious and highly motivated team, send your CV and cover letter to info@ed-projects.com.