

SALES AND PURCHASE ASSISTANT MIAMI

You will be working closely with the Managing Director to deliver strong customer sales and service. Together with our sales agents you will be responsible for the coordination of the operational activities and ensure sales targets are met. As a problem solver with excellent customer service skills you will be effective at building new contacts. Additionally you will have direct contact with our purchase department in The Netherlands and work closely with our buyers.

KEY RESPONSIBILITIES

- Assist sales agents with all administrative aspects of the sales office
- Prepare and manage purchase and sales orders
- First point of contact for customers and suppliers
- Take care of (internal) orders and requests
- Keep sales and customer files up-to-date
- Responsible for after sales
- Distribute samples and follow up
- Inventory management
- Arrange transport for deliveries
- Share reports and information summaries with management

CANDIDATES QUALIFICATIONS:

- A minimum of 3 years of sales management experience in a business-to-business environment
- Bachelor's Degree in a related field is preferred
- Ability to react quickly to the needs of the business
- Proven ability to drive positive customer experiences that build loyalty
- Proficiency with Microsoft Office software including Word, Excel, PowerPoint and Outlook – experience with Microsoft Dynamics is a plus
- Industry awareness and strong business acumen
- Strong verbal and written communication skills and excellent organizational skills
- Proactive and enthusiastic
- Bilingual in English and Spanish

BROEKHOF USA OFFERS BENEFITS THAT REFLECT THE STRONG COMMITMENT WE HAVE TO OUR EMPLOYEES

- Competitive compensation
- Fringe benefits
- Paid vacation and holidays
- Excellent career opportunities

We are an equal opportunity employer.

Please send your resume to : info@broekhofusa.com
This position is based in Doral, Florida.

