



OIP  
Sensor Systems

OIP – Sales Administration Officer



OIP  
Land Systems



OIP  
Space Instruments

## Your job

- **Order Processing & Follow-up:** handle and process customer orders accurately and in a timely manner, ensuring all details are correct. Follow-up on order execution with regards to delivery schedule, milestones
- **Customer Support:** assist customers with inquiries regarding products, orders and deliveries.
- **Coordination:** collaborate with the sales team and other departments to streamline processes and improve sales efficiency.
- **Administrative Support:** provide administrative assistance to the sales team, including with documents such as export licences, documentary credits, contract reviews
- **Invoicing:** prepare and send invoices and follow-up payments
- **Quotes:** prepare and review quotes in support of the sales team

## Qualifications

- Minimum Bachelor's degree
- Proficient with all Office tools
- Experience working with an ERP package is a plus
- Good at communicating with internal and external stakeholders
- Proficiency in Dutch and English required
- Proficiency in French, Spanish and/or German is a strong plus

## Your Profile

- Able to work autonomously.
- Good administrative skills, diligence and discipline
- At ease in a matrix organisation
- Good at interacting with colleagues from different departments
- Hands-on, self-reliant, can-do

<https://www.oip.be>