

SOTECNA is specialized in the production of naturally-derived ingredients, exporting to more than 15 countries and headquartered in Ghislenghien.

We are part of the Life Sciences division of Floridienne group, a listed Belgian company focused on niche products for niche markets.

Being a producer of 100% pure and natural essential oils for the flavors & fragrances industry and snail extracts, branded HELISKIN® and NUTRELIX®, we are present in the cosmetics and food supplements industry.

In order to support the continuous development of SOTECNA, we are looking for a “Sales Back Office” collaborator.

## “Sales Back Office Coordinator”(M/F)

### **Job description:**

- ✓ Together with the Account Manager and the Plant Manager you will sustain the commercial support on our export business.
- ✓ Handle customer enquiries and price requests.
- ✓ Investigate different transport possibilities and freight costs.
- ✓ Process all orders in our system and follow them up from order to cash.
- ✓ Coordinate with your colleagues from different teams (finance, production, quality and sales) to guarantee customer satisfaction.
- ✓ Conducting marketing research.
- ✓ Gathering and processing sales data and preparing reports.

### **Profile:**

- ✓ Fluent in English and French.
- ✓ High-level written and verbal communication skills.
- ✓ A commercial mindset.
- ✓ Customer-oriented, flexible and eager to learn.
- ✓ A communicative and organized individual with a talent for administration and problem-solving.
- ✓ An ability to work under pressure and towards deadlines.
- ✓ Teamplayer, able to work well in a group setting as well as independently.
- ✓ A supporting sales function and your ambition is to set up a solid commercial back office.
- ✓ Accuracy and attention to detail in administration.
- ✓ Good organizational skills.
- ✓ Build networks internally and externally.
- ✓ Knowledge of incoterms, trade or export documents are a strong asset.

### **Offer:**

- ✓ The opportunity to contribute to the growth of a niche market, exploiting natural resources in good ecology.
- ✓ Attractive work environment in the field of life sciences.
- ✓ The opportunity to integrate and leave your mark on a growing group.
- ✓ A contract with extra-legal advantages in line with the position’s responsibilities and your experience.
- ✓ All training will be accommodated to be able to become a knowledgeable communicator towards our customers (product and market information, sales techniques)

**Place of work:** Ghislenghien

### **Interested**

If you think that your skills and character meet our requirements, please submit your CV with an adapted cover to Tatiana Antosieva (HR) at [tan@floridienne.be](mailto:tan@floridienne.be). Website: [www.sotecna.be](http://www.sotecna.be)

Your application and related information will remain strictly confidential. We reserve the right to respond only to chosen candidates.