

Inside Sales Coordinator

Pregis is a leading protective packaging company with manufacturing facilities in Stevenage (UK), Herbrechtingen (Germany) and Heerlen/ Eindhoven (The Netherlands). We manufacture a wide range of innovative and sustainable packaging solutions that we supply to customers throughout Europe. Everything we do at Pregis revolves around our customers. Our ambition is to grow considerably, which requires a flawless, consistent and reliable Customer Service organisation.

To support our exciting and challenging growth opportunities in Europe we have an opening for an experienced Inside Sales Coordinator for our Sales team.

General Purpose of the Job

The Inside Sales Coordinator – Automated Bagging Systems, is an integral position within the growing Automated Bagging Systems business unit of Pregis in Europe. The ISC will work directly with multiple key contacts, including the Business Development Manager, Technical Sales Manager, Field sales teams, Field Service Technicians, Product Manager and other shared resources within the company. The ISC supports the sales process in an efficient, organized manner. The ideal ISC is detail oriented and can work through multiple projects and tasks throughout the day. The position has opportunity for growth and the ISC will be cross-trained on all functional areas of the business unit. This position includes occasional travel requirements for customer visits and trade shows.

Your responsibilities

- Support customer quotations & offer management. This involves working with other business units within the USA, Netherlands and UK to obtain customer specific quotations and prepare them for distribution to customer or distributor partner. The ISC will develop standardized quotes with the help of BDM, TSM and PM.
- Liaise with inside sales team in the United States for overall business alignment (quotation, spare parts, marketing, freight shipments, lead times, organization)
- Support and monitor intercompany shipments & support shipments of goods to customers.
- Support & monitor ERP system with relation to product line including
- Be responsible for the generation of item codes in SAP.
- Maintain list of on hand machinery and consumable products

- Support marketing, sales, purchasing & customer service with inquiries related to the product
- Support Field Service Technician with spare parts program (tied to ERP and quoting duties)

Your profile

- You have at least 2 - 5 years of experience in sales administration in an international packaging industry or manufacturing industry/ environment and ability to work remotely
- You are an inspirational, motivated and creative employee that connects to our customers and take ownership in delivering excellent service
- You have proven ability to establish service that adds value to the business and our customers beyond transactional processing;
- You are able to work in a pressured environment;
- You have strong organisational and communication skills, preferably in an international environment with background in logistics;
- You are very familiar with MS Office, including great command of Excel and ERP, preferably SAP;
- Your both written and verbal communication skills in Dutch, English and German are excellent and another European language skill will be an additional asset;
- You are representative and will be an ambassador for the company;
- You demonstrate abilities to work effectively both independently as well as in a team;
- You are prepared to work both remotely and in the office, occasional customer visits.

This is a great opportunity for a driven Inside Sales Coordinator that wants to be part of an ambitious organisation and team, with lots of opportunities for personal and professional growth. We are an informal organisation, where we challenge you and want you to challenge us. Your contribution will make a direct impact on our day to day operations. We put our people first, in line with our Pregis purpose to Protect, to Preserve and to Inspyre: we want them to feel safe and secure, we give them the opportunity to release their full potential and provide them with challenging and rewarding projects and career opportunities.

Apply!

For questions you can contact Monique van Weert via 0682486301 or you can apply directly to EU-HR@pregis.com.