

Job Description

Order Management Administrator - FR/NL/ENG (m/f)

Garmin BeLux – Brussels (Evere)

About us

Very active group, world leader in most markets in which we operate: Sport & Fitness, Outdoor, Automotive, Marine and Aviation. We love to design products for other enthusiasts like us and share our experiences with them.

Our imagination has no limit and very often our reflections begin with "What if ...".

If you are like us, join us.

Mission

You are responsible for individual customer accounts, processing of orders, and daily maintenance of order schedules, resolving issues and queries. Communicating on Availability, Pricing and Product information.

- You manage and coordinate your own Accounts, you are the sole point of contact and answer orders related questions (orders/stock/lead time/delivery/back order/invoicing)
- You process and acknowledge orders daily through the relevant tools (Navision and Oracle)
- You provide outstanding communication to customers via Email, Fax and Telephone
- You liaise with EMEA Lead Time Analyst and Planners about stock requirements
- You organize consolidated shipments and booking requirement per customer's individual needs
- You work closely with the Sales department to ensure alignment on pricing.

Your Profile

- You possess a bachelor's degree in Business Management, Economics or other related fields.
- You are detail-oriented and have the ability to work proactively and effectively with minimal supervision.
- You are able to prioritize and multi-task in a flexible, fast paced and challenging environment
- You demonstrate strong and effective verbal, written, and interpersonal communication skill
- You demonstrate proficiency using Microsoft Office tools including Word, Excel, and PowerPoint

- Your interest in innovative technologies, outdoor activities and sports is an important advantage.
- Experience in Oracle, Navision, Data entry is a plus.
- Experience in customer service is a plus.

We offer

- A young, dynamic and sporty work environment.
- The opportunity to work in an exciting sector and for a key player in the technology market.
- A fixed-term contract with possibility to make it permanent
- A competitive salary package with benefits.

Applications

If you are interested in this position, please send your CV and a letter of motivation by email to BeCareer@garmin.com.