

SALES ADMINISTRATION ASSISTANT

Lansweeper is a software package used by IT professionals in medium-sized businesses as well as the most well-known multinationals and organizations for the inventory, analysis, and management of their entire IT network.

Want to know more? Take a look [HERE](#).

A day in the life of



Analyze



Handle



Escalate

We are looking for a temporary Sales Administration Assistant who can help our Sales team out for a period of **6 months**.

You **handle** a wide variety of requests such as order fulfillment questions, renewals, payment follow-ups, basic product questions, etc.



You **analyze** inbound customer communication by balancing ease-of-processing with urgency.



You **escalate** cases that require special expertise or further analysis to the right teams.

You work closely with your sales colleagues and support them when necessary.



You respond to incoming emails and phone calls from IT professionals, managers and purchasers.

You share ideas about improving our processes for the future, as well as the experience our customers receive.



You start and end your day a bit later twice a week to cover our global customer base.

Hi! My name is [your name here] I'm the new Sales Administration Assistant



[Paste picture here]



[Paste picture here]

I am someone who



puts the customer first.



likes daily routine.



likes helping out others.



communicates fluently and in a friendly manner.

I have



a strong focus on details.



a thorough knowledge of written and spoken English (CEFR B2) to correspond with customers from all over the world.



a professional grasp on the Dutch language to talk with your colleagues.



an interest in IT.



Going for gold?



Experience with CRM systems?



Already had a first job experience?



A background in customer service?

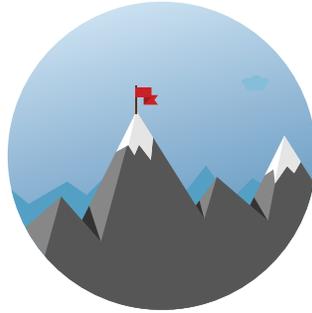


Experience with the world of e-commerce?

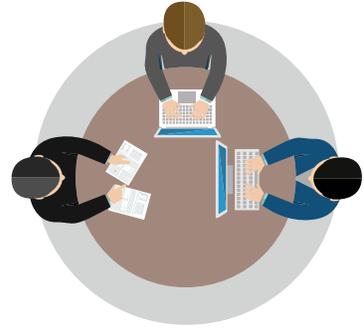
Our offer you can't refuse



Growing along with a company
in full expansion



Variation, challenges,
and responsibility



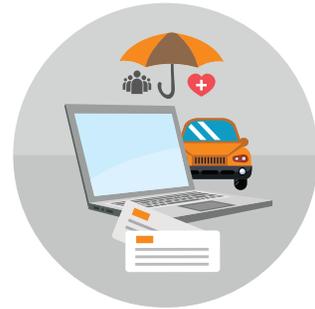
Easygoing teamwork



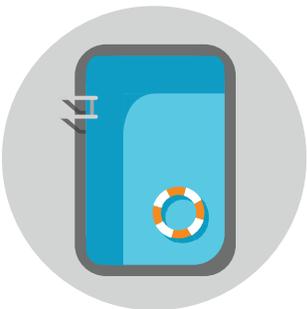
Internal and external training



Competitive wage



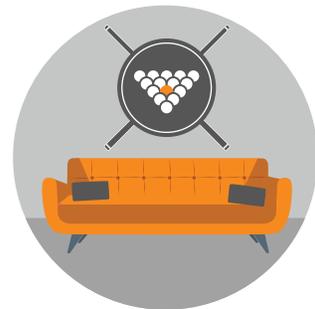
Non-statutory benefits



Indoor pool



Foosball tables
Arcade



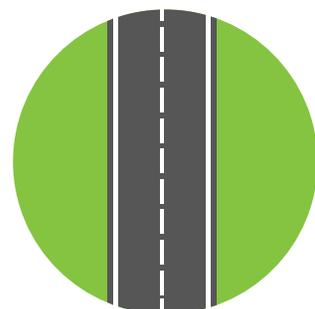
Pool table
Lounge



Close-knit group



Spontaneous and
company events



Central and convenient
office location