

We are a leading and growing supplier of fibre optic sensors based on Fiber Bragg Gratings (FBGs). We provide customers worldwide with sensor solutions for measuring strain, pressure, temperature and shape. Measuring what could not be measured before - our solutions are used in application areas where conventional measurement solutions reach their limits. With exciting projects from research and industry, you at FBGS help shape the fibre sensor technology of tomorrow. More than 35 employees from over 17 countries work at our locations in Jena (Germany) and Geel (Belgium).

To support our sales team in Geel, we are looking for a

SALES AND COMMERCIAL ASSISTANT (m/f/d)

Are you an organisational talent with many years of commercial experience and do you love working with people? You are not afraid of technology, and you keep everything in view? Then apply to us as a Commercial Assistant. As the pivot between the production, sales and administration, you will be responsible for planning, organizing and carrying out supporting tasks and will report to the head of sales & marketing. You can join us full-time or part-time and have the possibility to work from your home office.

Your responsibilities:

- Customer care: Answering enquiries, preparing quotations and following up on quotations, processing orders, complaints and claims
- Communication with suppliers
- Registering sales activities in the CRM- / ERP-System
- Preparation of trade fairs and events
- Documentation tasks like sales reports, meeting minutes, price lists and forms
- Taking calls and processing incoming and outgoing messages
- General administrative tasks and follow up of internal processes
- Travel planning
- Providing information for the Accounting Office, the Social Secretariat and for other institutions

What you bring:

- Commercial or technical education and at least 3 years of experience in a commercial environment
- Enjoy working in an international environment
- Sound Dutch and English skills, a good knowledge of French or German is a plus
- MS Office (Outlook, Excel, PowerPoint, Word) skills and experience with CRM and ERP
- Excellent communication skills, empathy, customer focus, listening skills
- A result-oriented and problem-solving working style
- A great sense of responsibility, independent and accurate work, stress resistance

What we offer:

- Permanent contract, full-time or part-time, Remote working by arrangement
- An open and appreciative corporate culture with flat hierarchies and an international team
- A variety of interesting projects with international focus and individual development prospects
- Job bike after one year
- An attractive remuneration package with bonus system

Location

- Geel (Belgium), home office after arrangement

About FBGS

FBGS, a spin-off of the IPHT Jena with sites in Geel (Belgium) and Jena (Germany), combines the spirit of research with entrepreneurship. We work on precise and economical measurement technology that makes healthcare applications softer, processes more efficient and infrastructures more secure. The development of ideas, their implementation in line with market requirements and their continuous further development form the core of our innovative strength. In dynamic and interdisciplinary teams, we offer you individual development perspectives and flexibility in the design of your work. Respect, appreciation and cooperation determine our actions every day. We think and act for the long term, stand behind our employees and support them in finding a balance between work and family life. We strive for a higher share of women and explicitly welcome applications from women. We look forward to receiving your application! Please send your application to talents@fbgs.com. Your application and related information will remain strictly confidential.