

Job Title:	Sales and Logistics Administrator	Duration:	Indefinite
Location:	Ghent	Position:	Employee
Job to be filled from:	ASAP		
Applications Accepted By:			
<p>E-mail: hr.belgium@delair-tech.com</p> <p>Please include your cover letter, LinkedIn profile link, and CV when sending your application.</p>			
Job Description			
<p>About Delair-Tech</p> <p>Delair-Tech, a leader in professional UAVs, provides aerial-imagery-based data to help industries make informed decisions. Experts in both long-range UAV manufacturing and data processing, Delair-Tech delivers end-to-end solutions, from data acquisition to business analysis. Created in 2011, Delair-Tech is represented in more than 80 countries and has over 100 global employees with specialized solutions in various sectors, including: agriculture, geomatics, transport, electric power, oil and gas, mining, and security.</p> <p>In 2016, Delair-Tech is continuing to consolidate its position in the commercial UAS market by acquiring the UAS business of Trimble, Gatewing. Alongside its acquisition, Delair-Tech has signed strategical distribution agreements with Trimble.</p> <p><i>Who is the team behind Delair-Tech?</i> The ambitious and fast growing 100 people team is headquartered in Toulouse, France, with offices in Ghent (Belgium), Singapore and Los Angeles (USA).</p> <p>We are looking for a qualified Sales and Logistics Administrator to join our sales team and help us maximizing the growth and expansion of Gatewing, a Delair-Tech Company. You will be a key person in the sales administration process by managing shipments of our products all over the world. You will provide support to our sales managers and serve as a point of contact for customers with queries about orders, shipments and deliveries.</p> <p>The Missions</p> <p>The Sales and Logistics Administrator's main tasks will be :</p> <ul style="list-style-type: none"> • In close cooperation with the sales managers you process quotations and generate orders. • Check the customer's solvency and create and follow up orders in the CRM and ERP system. • In case of missing information, you contact customers or concerned colleagues. • Check data accuracy in orders and invoices. • You work together with different stakeholders (e.g. customers, dealers, freight forwarders, Finance, Production...) in order to complete the orders and shipments. • Liaise with the Production department to ensure timely deliveries. 			

- Communicate important feedback from customers internally.
- Able to handle arrangements for freight shipments (expert/import/temporary) in a timely and cost-effective manner.

The Profile

- 3 to 5 years proven work experience in a relevant position, preferable with a freight forwarder or in the industrial sector.
- Degree related to logistics management or import/export management.
- Good knowledge of INCO terms.
- Knowledge about customs and transportation regulations.
- Knowledge about invoicing & fiscal rules – billing process.
- Fluent in Dutch and English, French is an asset.
- High organization skills and comfortable working independently.
- Excellent communication skills.
- Ability to understand and follow processes.
- Knowledge about shipping dual use products and dangerous goods are an advantage.
- It's a strong asset if you have an IATA / IMDG training certification.