

SALES & LOGISTICS ADMINISTRATOR

Toulouse, Permanent contract, Full time, Start date: ASAP

Delair

Delair is one of the world's most experienced provider of drone-based solutions combining its high performance, long range UAV hardware with sophisticated analytics technology and operational services. We enable enterprises to monitor and digitize their physical assets from the air and turn the collected data into valuable business insights. Our solutions are used globally by customers in industries such as utilities, construction, agriculture, transportation, mining and oil & gas.

By joining Delair, you will participate in what is broadly recognized as the biggest technological paradigm shift of our generation: the digitization of the physical world. The combination of drones, Cloud-based services, AI (Artificial Intelligence) and Machine Learning, makes Delair a pioneer and leader in shaping tomorrow's technology landscape.

It is in technical excellence and perpetual innovation process that we recognize ourselves.

This is why we encourage pioneering ideas and incent our teams to develop their creativity.

As a young, energetic and highly motivated team, we work in a stimulating and pleasant working environment. Dedication and innovation are rewarding and rewarded, giving you a unique opportunity to gain valuable and challenging experience in a rapidly growing business with passionate and easy-going enthusiastic people.

Job description

We are looking for a qualified Sales and Logistics Administrator to join our sales team and help us maximizing the growth and expansion of Delair. 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.

Your missions

The Sales and logistics administrator's main tasks will be :

- 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.
- 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 (export/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 English & Spanish.
- 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.

