

## VACANCY SALES CORRESPONDENT

### **Our company**

Axon Digital Design is specialized in development, manufacturing and selling of professional audio- and video equipment, specifically designed to serve the broadcast industry and its related industries. Some of our customers are Sky, BBC, NEP Broadcast Services, TF1. The head office of Axon is located in Gilze (NL). We have sales offices in England, Germany, France, China and Singapore and we work closely together with dealers worldwide.

### **Your position**

As a sales correspondent, you offer support to our Sales Managers worldwide and help our customers. You are also responsible for order administration, as well as the RMA administration.

### **Your task & responsibilities**

- Preparing and making quotes;
- informing customers about prices, delivery times, availability of new products, order confirmations, etc.
- answering first-line questions from customers and ensuring the correct internal follow-up;
- conducting sales administration, incl. administration of repairs and lending;
- entering orders;
- taking care of import and export documents;
- back-up for the follow-up of the RMA process and the lending of products.

### **Your job qualifications**

- Bachelor level;
- 3 - 5 years of experience in a similar role;
- experience with international sales;
- experience with administration and order desk;
- experience and knowledge of Exact Globe;
- experience with Salesforce;
- communicative skills in Dutch and English, both verbally and in writing;
- knowledge of the French and German language is an advantage;
- assertive and accurate;
- you are customer-oriented, stress-resistant and quality driven;
- affinity with the broadcast industry is an advantage;
- you are able to learn new systems quickly.

### **What do we offer you?**

- a responsible and challenging job in a dynamic working environment with short lines of communication;
- flexible working hours;
- a good salary with social benefits;
- travel allowance, pension plan, study budget.

### **Join the team, apply now!**

Are you interested in this position and do you meet the qualifications, send your resume and motivation to [hr@axon.tv](mailto:hr@axon.tv) to the attention of Mirjan van Soest, HR manager. Feel free to contact Mirjan in case you have additional questions.

\*Note for recruitment agencies: acquisition is not appreciated.