

# Export Coordinator for Maternity cover

**Are you looking for a new role in an international company? Do you have experience from previous work within export? Are you organized with strong organizational skills? Then you might be our new colleague in our sales department.**

As Export Coordinator you will be processing the orders in our Business Central and will also administrate all documentation involved in export orders. You will be “the spider in the web” coordinating sales with Planning/Production/Distribution and ensuring that the customers get the best service.

You will be a part of our sales team consisting of Export Managers and Coordinators, and will be reporting to our CSO. You will work from our main office in Assentoft.

## **Your main tasks will be:**

- Manage the export process from start to the end. Ensure correct documentation is in place. Ensure customers are fully informed of the progress of their shipments.
- Develop and maintain effective working relationships with customers to develop more business opportunities.
- Liaise with customers to obtain information to ensure correct measures are in place, and all customer needs are met.
- Handle customer complaints/issues and requests.
- Invoicing and support to the Sales Team.
- Work closely together with export- and product managers to identify and push new sales opportunities.

## **Your qualifications:**

- Office education, Freight Forwarder experience, Commercial Examination or similar.
- Min. two years of experience and a strong customer-service background.
- IT literate (use of Business Central, Microsoft Outlook and Office).
- First class communication skills, able to operate professionally and effectively at all levels.
- English language at fluent level – oral and written. Further language skills will be highly appreciated.

## **We expect you to have:**

- A self-motivating and result-oriented mindset as well as a strong cross functional understanding.
- Strong administration skills structured and systematic, but also prepared for change.
- Motivated by a high pace, have a high energy-level and work determinedly and efficiently.
- Curious and motivated to play a proactive part in driving sales and working together with the different departments at VikingGenetics.

## **We offer you:**

An exciting job with opportunities for professional and personal development. We value initiative, enthusiasm, responsibility and the right balance between creativity and quality in all solutions.