

SALES SUPPORT ASSISTANT

We are currently looking for a new colleague who wants to join our Team as a
SALES SUPPORT ASSISTANT
for our 4 Strategic Activities: **Consultancy, Design & Build, AV Technology and Office Furniture**
to 'Create Passion Together' with our clients

About us...

As a Design & Build company, **Alternativ Workspace Solutions** has acted over the past 29 years as the single point of contact for combining the multiple skills involved in the design, fit-out and renovation of offices.

We target B2B clients who are interested in added value and personalized Design & Build solutions, ideally with a project size from 250 m² to 5000 m². We provide our clients with guidance throughout their project with different tasks including: Diagnosis of their needs, office space-planning, estimates, site management, fit-out, audio visual integration, renovations, partitions, design and furniture.

Our team is composed of Business Developers, Sales Assistants, Project Managers, Technical Project Managers, Workplace Consultants, Interior Designers, Marketers, Furniture & Partitions Installers.

The Scope

- You **assist the Sales Team** through each step of the sales process from the first contact, the complete order fulfilment process through the final customer journey evaluation.
- You are the "bridge" between the sales team and our clients on all commercial topics from the first contacts (inbound calls or emails) till after-sales support.
- You ensure the correct **preparation of quotations** for clients and tenders.
- You **take care of order processing** in an ERP package and you coordinate internally with the relevant departments.
- You **process the answers to RFI's** (request for information) or RFP's (request for pricing)
- You closely work with the Designers and the Project Managers to coordinate and **deliver all necessary project documentation** and administrative support.
- You **coordinate the delivery and installation schedule**
- You manage the relationship with our clients and partners and keep our CRM up to date.

Profile

- You have a bachelor's degree or similar.
- You can communicate, both oral and written, in Dutch, French and English.
- Solid administrative skills, with understanding or hands-on experience in finding the best solutions to meet the customer expectations.
- Strong working knowledge of Microsoft Office and CRM-Systems.
- Proven working experience in a B2B Sales Support function with good customer care skills.
- You're passionate about design and furniture.
- Excellent client-facing and internal communication skills.
- You're a team player and have a problem-solving aptitude.
- You're curious and follow new trends and developments related to the evolution of the workplace.

We Offer

- We offer a full-time job in a growing company where passion is created with and for our clients.
- You will be part of an enthusiastic team with complementary skills.
- You will receive an attractive salary and a package of extra-legal benefits (group insurance, meal vouchers, mobile phone, laptop).

Our Clients:

- Some of our projects: <https://www.alternativ.be/en/realisations/>

Interested? Please apply via jobs@alternativ.be