

## **Job Title – Sales Operation Manager (EUROPE)**

Location – Amsterdam, Netherlands

Position Type – Full- Time

Reporting To: Regional Sales Manager

AgiLight is a global leader in the LED signage lighting industry and the preferred partner of sign companies and global brands. Our focus is to bring value to our customers by enhancing and maintaining their brand image through the benefits of our LED solutions. AgiLight (dba Acolyte) is seeking a full-time (40 hours per week) Monitoring of ongoing sales contracts and performance measurements.

## **RESPONSIBILITIES:**

- Data management: Manage the sales order intake, forecasting and product planning
- Customer support: Manage return calls, customer compliances and other support requests
- Manage performance of back office team and set goals & objectives
- Manage RFQ's, follow-up and tender requests
- Monitoring of ongoing sales contracts and performance measurements
- Coordinate ongoing marketing activities
- Manage samples requests and maintain catalog stock levels
- Order, product availability & backlog planning and manage inventory
- Handle the health & safety regulations according Dutch law
- Helping team members in fulfilling their targets
- Coordinate with landlord on office repairs or other property management needs
- Coordinate with Corporate Office on employees needs
- Manage CRM

## **Requirements:**

- Handling multiple tasks at a time
- Quick learner
- Good communication skills
- Can handle dead-lines and targets
- Analytics
- Self-starter & team player
- German, English required
- French and Dutch preferred
- Bachelor Degree

