

# Sales Support Coordinator (Fulltime)

The Hague, The Netherlands



## Introduction Marvesa Group

Marvesa Group is a leading company in the supply of functional oil solutions for the animal nutrition and renewable energy sectors. Our product portfolio is highly diversified across a range of specialties and commodities, creating a dynamic and fast-paced environment. The main base of operations is located in the Netherlands, while our sourcing and sales activities span the globe.

Thanks to our end-to-end service proposition, diversified portfolio, and global reach, we optimize supply chain efficiency and provide added value to both suppliers and customers.

## Your role as Sales Support Coordinator

To support the continuous growth of our business, we are looking for a strong Sales Support Coördinator who enjoys combining commercial administration with direct customer contact and keeping the overview.

In this role, you will report directly to our Sales & Margin Manager. You provide daily support to our Sales Managers and customers, ensuring smooth execution of contracts, accurate processing in our ERP system, and proactive follow-up of deliveries and documentation. You will act as the connecting link between Sales, Planning, Logistics, QA, and Finance, contributing to a smooth flow of information and excellent customer service.

## Your key responsibilities:

- Coördinate the Sales support team (2 persons)
- Prepare and process sales and purchase contracts, customer data, and pricing updates in our ERP system (Microsoft AX).
- Support the account managers in handling day-to-day customer requests, quotations, and order confirmations.
- Monitor order status, deliveries, and planning; follow up on delays and communicate with customers and internal departments.
- Coordinate logistics and documentation flow together with the Commercial & Logistic Support team.
- Check and file trade, transport, and sustainability documents.
- Maintain accurate customer and product information and assist with reporting and data management.
- Contribute to process improvements to optimize internal workflows between Sales, Planning and Operations.

## Your qualifications:

- Preferably HBO education or MBO+ with extensive experience, preferably in commercial, logistics, or business administration.
- Relevant experience (2+ years) in a support or administrative role within an international commercial environment.
- Strong communication skills in Dutch and English (German is a plus).
- Accurate, proactive, and able to keep an overview in a fast-moving business.
- Familiarity with ERP systems (preferably Microsoft AX) and MS Office applications.

## What we offer

- An exciting position in a fast-growing international and friendly team.
- Competitive salary and bonus based on personal and company performance.
- Mileage allowance or NS Business Card (2nd Class).
- 28 vacation days, with the option to buy 7 extra (based on a 40-hour week).
- Excellent pension plan with low employee contribution and secondary employment conditions
- Hybrid working options (1 day per week from home after the probation period).
- Monthly contribution to sports subscription and travel cost reimbursement.
- Flat hierarchy, short decision lines, and room for your own ideas.

## Interested?

Would you like to be part of a dynamic and international environment, where you can combine administrative accuracy with commercial impact? We'd love to hear from you!

Please send your CV and motivation letter to **HR@marvesa.com** or contact Mark Neureiter di Torrero, +316 25 35 50 77.

Please do not make use of this vacancy as an acquisition opportunity.