



FOCUS-ON empowers the market with robust solutions integrating smart control valves with high accuracy sensors coupled with powerful on-board diagnostics converts device performance into information. This will enable the industry to optimize processes and build smart factories of the future while ensuring that process control is reliable and safe, thereby maximizing productivity and uptime.

FOCUS-ON is an agile organization built on the trusted groundwork of SAMSON and KROHNE. We are collaborating on cutting-edge technologies that bring together our decades of knowledge and experience in control and measurement of process media. With this, we envision to take a revolutionary leap in industry efforts towards 4.0 or IIoT (Industrial Internet of Things).

We are currently looking for creative, self-starting candidates to fill the position of:

Sales Coordinator

Your Profile

As the Sales Coordinator, you will assist the Sales and Marketing Strategy Leader by working on projects to coordinate customer communications, manage literature, control and monitor on projects, and general administration and market support.

You will work to promote the company across multiple markets and countries and help propel the team forward by streamlining efforts and functions for all sales and marketing in the organization. Additionally, you will be responsible to support the sales operations across the sales team, including administration of our customer relationship management system (CRM), facilitation of business travel arrangements, and other duties as assigned.

If you want to grow into Key Account Management or Project Manager, this role is for you!

- **Personal:** outgoing, organized, eye for detail, multitasks
- **Experience:** 2 years-experience in customer support, level B1-B2 German

We would like you to embody our company values:

- Work hard, every day to justify our reputation as an instrumentation specialist
- Bringing our technology to its full potential through a collaborative process of continuous improvement
- Empowering people with reliable, high quality solutions
- Valuing a family culture and the responsibilities that come with it.

How to Apply

Send us your CV @ HR@fon-p.com

Your Responsibilities

1. Project management

- Create an overview and update on all key internal sales and marketing projects;
- Weekly reporting to management on key projects;
- Ensure the project timelines are tightly monitored.

2. Business Development Support

- Work closely with the sales team on the roll-out of FOCUS-1 plan in each country;
- Ensure that the roll-out plan is created and executed with weekly meetings chaired by management;
- Create an overview of key Field trials in each region and key customer projects (based on different criterion as strategic important, key application, price, etc.);
- Be the contact point for sales team on supporting them on key tasks
- Identify and organize the internal sales processes more efficiently through varies tasks as they arise;
- Be the face of sales coordination in Dordrecht/NL for our internal SAMSON and KROHNE Sales Channels;
- Support in managing and updating the CRM work for Germany.

3. Sales Admin

- Follow-up on key customer offers with sales team and Sales Channels;
- Follow-up on key customer POs internally within the organization and ensure timely delivery;
- Follow-up on coordination of important customers between our sales channels;
- Process some POs, Invoicing, open invoices, etc.

4. Supporting the Sales Management

- Organize sales management calendar for key meetings, travels, weekly follow-ups, etc.
- Create presentations and reports as needed;
- Follow-up on customer related topics such as organizing calls, cross-checking NDAs, organizing customer-related events, etc.
- Plan and organize meetings.