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## Seafrigo Group

The SEAFRIGO Group is an expert in the field of food logistics (sea freight, perishable air freight, warehousing, road transport, container drayage). Present in France and internationally, SEAFRIGO has its own infrastructures in 20 countries as well as a network of partners on a global scale. A fast-growing company with more than 1,300 employees, SEAFRIGO is today recognized for its flexibility, dynamism and proximity.

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## JOB OFFER

### SALES ADMINISTRATOR

**As part of its development, Seafrigo recruits his/her future Sales Administrator for our Antwerp Office:**

#### Main Mission:

- Compile sales reports and monitor sales efforts
- Prepare meetings, sales events and reservations for customer visits
- Cooperates with marketing team to provide social media engagement and sales materials
- Maintain database of prospects
- Create and maintain quotation and acquisition documentation with accurate pricing and configurations
- Answering clients questions concerning our services
- Be a great representative of the company while developing great customer relationships
- Communicate customer feedback

#### Profile we are looking for:

- Bachelor degree in sales/expedition and min 2 to 5 years of experience in a similar role
- Strong communication skills and independent team player
- Excellent knowledge of Dutch, English and French
- Flexible and service oriented
- Detailed focused when handling administrative tasks
- Positive attitude

#### What we offer:

- A nice working environment where learning and development are important
- Position with opportunities to grow

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**Are you ready to take on this challenge?**  
**Apply from our « working at Seafrigo » web page!**