

# German speaking Account Support Coordinator



Locatie **Noord-Holland, Amsterdam**  
<https://www.advertentieX.nl/x-893561-z>

## Functieomschrijving




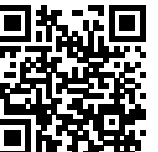






Do you have strong administrative and commercial skills and would you love to work in an international company? Are you fluent in English and German? Then this might just be a description of your future job!

As an Account Support Coordinator you are a member of the Account Support Team, working within a multi-functional Regional Team organizing, preparing and archiving the administrative workflow of the Sales Process. For that reason the Account Support Coordinator works in very close cooperation with Account Managers and supports him/her in organizing the sales process in the most efficient and effective way.

The Account Support Coordinator will be responsible for:

- Contact customers;
- Support for the Account Manager in the Sales Process;
- Central point of contact for customer towards internal partners;
- Responsible for contract execution;



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Senior Sales Analyst supports and helps the sales team in the sales process. The Account Support Manager is responsible for the Account Support Coordinator. In this role you need to have strong administrative skills as they are mainly administrative tasks. Elsevier offers you the opportunity to start your career in a multinational in Amsterdam (next to Soesterdijk station) who operates on a global level. The salary indication is € 2500,- brutto per month (36 hrs/week). You have the opportunity to work flexible hours. You will have a first 7 months contract.

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through Randstad.

The ideal candidate

- You speak excellent English and (near) native German
- Bachelor degree or higher
- Administrative skills
- Good analytical and conceptual skills
- Excellent knowledge of Excel and knowledge of IT systems (Siebel, CRM) is a plus
- Flexible, capable to work under high pressure
- Well structured, accurate, able to administrate and monitor entire sales process
- Commercial mindset

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We are looking forward to receive your English CV through the Randstad website. If your application is succesful, we will reach out to you within 4 working days.

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Randstad Multilingual Recruitment - German speaking account support coordinator (Amsterdam)

Uiteraard staat deze vacature open voor zowel mannen als vrouwen.

Sollicitatieprocedure

Om te reageren op onze vacatures voer je eenmalig je gegevens in. Hierdoor maak je automatisch een account aan op Mijn Randstad. Vanuit Mijn Randstad reageer je voortaan snel en eenvoudig op vacatures, kun je je gegevens beheren, je sollicitaties of salaris bekijken en nog veel.