



## ASSISTANT CUSTOMER SERVICES MAINTENANCE & REPAIR PROJECTS

### YOUR FUNCTION

- Your job is related to the maintenance & repair projects we handle in our Customer Service Department.
- You handle the registration and administration related to these activities.
- You are in charge of the whole administrative flow : the creation of order forms, registration in our ERP-tool, follow-up of the deliveries, organization of shipments & transports, ... until the invoicing process.
- You develop good relationships with your clients and inform them about the progress of their deliveries. On a regular basis you provide feedback to the Customer Service Managers.
- You are co-responsible for keeping the product data and spare parts information in our ERP-system up to date.

### YOUR PROFILE

- You have minimum a Bachelor Degree ; with focus on administration & business contacts.
- You have experience in similar role and have worked with an ERP system before. Experience in a technical environment is a plus, but not a must.
- You are a team player and have good interpersonal skills.
- You like taking responsibility, you work accurate and you are a reliable person.
- You have a good knowledge of Dutch and English. Knowledge of any other language is an asset.

VYNCKE is a dynamic, family owned company that, since the start in 1912, has grown to a global player in the sector of clean energy technology : more precisely the development and construction of customized waste to energy installations.

Worldwide more than 300 Vynckeneers, as we call our employees, are stationed in our offices in Brazil, Belgium, Germany, Czech Republic, India, China, Thailand and Malaysia.

Thanks to more than 4.000 satisfied customers all over the world, a well-lined order book and the loyal commitment of the enthusiastic Vynckeneers we maintain a stable position in the market. This allows us to offer excellent job security.

Are you a real team player, do you enjoy own responsibility and taking initiative, do you have an open international mentality and are you willing to travel? Then probably you could be one of the new Vynckeneers!

### JOIN OUR FAMILY !

Send your cv to :  
[cdc@vyncke.com](mailto:cdc@vyncke.com)