

CUSTOMER SERVICE IMPORT - EXPORT

COMPANY DETAILS

The Dehon Group is an international family business employing around 700 people operating in more than 40 countries and headquartered in Paris and Brussels. One of its main activities is the distribution of industrial products for the HVAC markets, such as refrigerants, heat transfer fluids, industrial gases, oils, etc. In the Benelux they operate as 2 well-known brands, each with its own corporate identity, product lines and customer profiles.

Given the growth of its activity, the Dehon Group is looking for a

CUSTOMER SERVICE IMPORT - EXPORT

FUNCTION

We are looking for a Customer Service with affinity for transport, import, export and customs. You manage your clients' files from A to Z and make sure that all administrative activities are carried out. Thanks to you, each order arrives on time and correctly at its destination and all the necessary documents are in order.

Your day to day

- You are in daily contact with your customers, suppliers, drivers, customs, ...
- You follow the orders and their transport and intervene in case of difficulties
- You organize each transport for your client in compliance with the regulations and you provide the necessary documentation
- You resolve any issues and keep each party informed of the situation
- You manage all the import and export documents for your customers
- You manage the purchases and sales administration
- You check all customs documents
- You follow all orders and their payments

PROFILE

- You speak and write English very well. Fluent Dutch and/or French is an asset
- You have a first administrative-logistical experience: ideally you have a basic knowledge of the formalities related to export, customs, import, air freight, ...
- You are administratively strong and very versatile
- You can set your own priorities and you are very solution oriented and stress resistant
- You are dynamic, precise and you like to follow guidelines and procedures
- You can work independently and make decisions, but you also enjoy working in a team
- You are eager to learn, curious and able to quickly put new learning support into practice
- You are responsible and take your files to heart from A to Z.
- You are good at monitoring and you always keep a 360° view of what is going on
- You like to work hard and double check your own work: you check if all procedures have been followed and if all documents are correctly drafted and are on file
- You are part of a very diverse team and consider it as an enrichment in your work
- You have an open mind and you manage change well
- You are computer proficient and learn new programs quickly

OFFER

- Full-time position with an permanent contract
- A pleasant working environment, a well-established team and an interesting subject
- Tailored internal training with development opportunities
- Good salary with attractive extra-legal benefits

Thu 29 April 2021

Location:

1090

PROFILE GROUP



Interested?

For more information:

Call **DELPHINE CASTELAIN**

at the number: **02 738 02 69**

This website uses cookies. By continuing to browse this website you agree to our use of cookies in order to create visitor statistics. [Learn more](#)

No, I refuse.

I understand