



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



Job Title: Sales Support Coordinator
Reports To: Sales Manager
Department: Sales
Location: MPE Office – Hazeldonk Breda – The Netherlands

Mission Produce - world's finest avocados

Mission Produce is a global leader in the worldwide avocado business, with additional offerings in mangos. Since 1983, we have invested in people, state-of-the-art technology, and avocado-specific and ripening infrastructure to expertly serve our customers, growers, and partners in over 25 countries. We own and operate four packing facilities in multiple global locations including California, Mexico, and Peru. Our global distribution network includes strategically placed forward distribution centers in North America, China, and Europe, which promote company expansion into new territories and categories. Throughout our history, we have remained rooted in honesty, respect, and loyalty to provide a year-round supply of high-quality fruit from field to fork.

What is your job?

Work side-by-side with the Sales and Account Managers, Supply & Operations and the Warehouse to ensure that the orders are accurately fulfilled.

This position functions as a liaison between customers, operations, warehouse, customer service and sales to ensure compliance and execution of best practices.

You will be responsible for the sales forecast and besides that other responsibilities include, but are not limited to: assisting with qualifying new accounts, maintaining order database, traveling to and assisting at tradeshow, preparing samples, performing data entry, working directly with customers, assisting with inbound/outbound calls and coordinating mailings which includes ordering, organizing and maintain documents.

Essential Duties & Responsibilities

- Responsible for the (Potential) customer sheet to support the sales by maintaining the data base and keep it up to date (e.g. Business Customer profile)
- Assist with selling company products and services to current and potential clients to increase business revenues
- Proactively answer questions from customers regarding product, prices, availability, product uses, ripening and credit terms
- Manage e-mail communications for all orders and prepare and send order confirmations to the customers

- Communicate with Supply for operations and logistics planning to coordinate deliveries and order fulfillment
- Administrative tasks like order entry, follow up on claims/returns
- Keep spreadsheets up to date for total product overview and results
- Plan business trips for the Sales and Account Managers
- Assist with tenders/calculations/retail prices
- Perform other duties as requested

Qualifications and Requirements:

- A college degree with at least 2 years of experience in sales/customer service preferably in the Fresh Produce business
- Excellent verbal and written communication skills in Dutch and in English
- Customer focused
- Excellent computer skills and proficiency in Microsoft Office
- System Knowledge (Microsoft Dynamics 365 is a big plus)
- Ability to prioritize a variety of tasks in a fast-paced environment and meet deadlines
- Strong analytical and trouble shooting skills
- Excellent interpersonal skills
- Willingness to work flexible and travel occasional
- Living in The Netherlands