



Sales and Sourcing Support Manager

Summary

Do you love keeping everything well-organized? Do you like connecting with people from different cultures? Are you a person who meticulously completes your tasks? Join IGC Group as a Sales and Sourcing Support Manager where you'll be at the heart of our operation shaping the future of our company.

We're looking for someone who is naturally organized. Someone who can orchestrate the perfect order fulfillment using our own stock complemented with that from outside suppliers. Therefore, you'll need to build partnerships with key suppliers with whom you'll regularly have contact.

You'll be responsible for the order fulfillment of several key accounts, aiding the sales manager in delivering impeccable results towards customers.

About IGC Group

"Enable creators to introduce exceptional pieces of jewellery to the world."

IGC Group stands for quality: The Make Matters. We want to help our customers with every aspect of diamond sourcing and furnish them with superior quality so they can focus on creating masterpieces. Our customers must feel that they're dealing with a professional, dependable and ethical partner who manufactures a superior product. This philosophy has made IGC Group preferred by the swiss watch industry and high end retailers worldwide. It has also allowed the construction of manufacturing facilities in Thailand, Laos and Botswana employing approximately 1,300 people. IGC operates commercial offices in Belgium, the USA, Hong Kong, and China but stays a Belgian company at heart with a history spanning over 100 years.

Job Description

Receive and analyze orders from key accounts to determine their specific demand.

Provide the sales manager with feedback regarding feasibility and pricing of orders.

Prepare orders for key accounts to match their needs and organize a timely order fulfillment.

Make sure orders are according to the demand of the client and follow up on a timely order delivery.

Work closely together with the sales manager and find solutions to service the customer in a fast and efficient manner.

Build partnerships with key suppliers from whom you'll source goods to fill orders.

Administer stock movements in the company's computer system like incoming goods from suppliers and outgoing goods to key accounts.

Become a diamond expert, training will be provided for on the job.

You will be offered an attractive and exciting long-term career opportunity in an international and multicultural environment.

Basic requirements:

- You are proactive and a team player
- You have strong organizational skills
- You have excellent communicative skills and building relationships comes natural to you
- You are stress resilient
- You have no problem working independently
- You are fluent in English
- You have a bachelor's degree
- You can work efficiently with Microsoft Excel

Optional requirements:

- Fluent in Dutch
- Experience in polished diamonds or in related industries
- Knowledge of other languages such as French, German, Spanish, Chinese, Arabic, ...

Contact

You may send your CV and covering letter to Kirill Van den Abbeele by email KVA@igcgroup.com or you can send it by post to:

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