

Partenaire	
Référence	22D1642493327
Titre	SALES ADMINISTRATOR
Description du poste	<p>MAIN ACTIVITIES</p> <ul style="list-style-type: none"> * Manage customer requests/orders: <ul style="list-style-type: none"> --book and analyze customer requirements --if required, prepare sales proposals, based on operational data and in accordance with pre-established terms and conditions --verify the compliance of sales documents (orders and/or contracts) --acknowledge receipt of customer orders --manage orders in accordance with existing contracts, if applicable --manage progress on customer orders, working with the departments concerned --enter orders and manage them in the ERP system --manage export agreements and clearances, if required (TBC) * Authorize/ensure deliveries: <ul style="list-style-type: none"> --ensure that orders meet export control, trade compliance and credit management requirements, in accordance with Safran's internal control rules --monitor the availability of hardware and/or services and associated documentation * Invoice customers: <ul style="list-style-type: none"> --implement and monitor billing schedules --prepare and verify invoices and credit notes, in accordance with contracts and financial and tax rules --forward invoices to customers * Handle disputes: <ul style="list-style-type: none"> --handle customer complaints --resolve billing disputes --help resolve sales and logistics disputes --monitor and manage customer return order --contribute to recover overdue payments in collaboration with the Credit Management * Help produce reports: <ul style="list-style-type: none"> --assist with the preparation and circulation of dashboards needed to manage the Sales Administration activity and for customers * Assist with any audits that may be organized (by the Audit and Internal Control Department, French defense procurement agency or equivalent, ISO, CAC or equivalent, customers, internal control, etc.) and customer meetings * Contribute to the Sales Administration function's continuous improvement actions and cross-functional initiatives
Type de contrat	Emploi
Métier	Commercial / Ventes
Société	SAFRAN
Localisation	SUZHOU
Pays	Chine
Expérience	Expérimenté (3-10 ans)