



Sales Coordinator

New Works is looking for a Sales Coordinator to support our sales team and agents in Scandinavia and Europe.

You will be part of the back-office team in a young and rapidly growing design company and will play an important role in New Works' continued success by providing great customer service and supporting our sales team and agents.

You will be working from our showroom and head office, which is located in historic buildings in Frederikstaden in Copenhagen, right next to the Marble Church. We are a small team working in a relaxed and positive atmosphere with great team spirit.

The position

As Sales Coordinator, you will be responsible for ensuring that our customers, sales representatives and agents have what they need and you will contribute to the overall customer satisfaction by promptly answering emails and handling inbound inquiries. Furthermore, you will be in daily contact with our logistic partners, warehouse operation, and supply chain.

Tasks include:

- Answering customer inquiries by email and phone.
- Order processing, invoicing and preparation of quotes.
- Coordinating and securing timely deliveries.
- Support to our sales team and agents.
- Claims handling.
- Various administrative tasks.
- Placing orders with suppliers.

We look for

The ideal candidate is motivated by providing excellent and professional customer service. You have a positive and welcoming attitude that makes customers and other stakeholders feel comfortable and confident with your assistance.

Your profile:

- Fluency in English and a good understanding of the Nordic languages. It is an advantage if you speak German and/or French.
- Excellent verbal and written communication skills with the ability to express yourself professionally.
- Experienced user of MS Office and generally solid IT skills. Knowledge of Navision is an advantage.
- Independence and a high sense of responsibility. You are solution-oriented, service-minded and work with your tasks in a structured way.

We offer

A full-time position in a dynamic international design company in growth. A good working environment, where entrepreneurial spirit, openness, influence, and co-responsibility characterise our way of working. Pension, free phone service, and flexible working hours — plus, beautiful surroundings, friendly colleagues, and good coffee.

How to apply

Send your resume along with a short letter of motivation to info@newworks.dk no later than 3rd June 2022. Please present your documents in English or Danish.

Should you have any questions regarding the position, you can reach us by phone (+45) 72 30 99 99.

We look forward to hearing from you!

NEW WORKS.

Frederiksgade 1, Ground Floor, 1265 Copenhagen, Denmark, +45 72 30 99 99, info@newworks.dk
[@newworksdk](https://www.newworksdk.com), www.newworks.dk