

📍 Renswoude, The Netherlands | 🌐 International technical organization | 📅 Part-time (20–24 hours) / full-time negotiable

*Are you the commercial multitasker who keeps everything running smoothly?*

*Do you enjoy working in an international, technical environment where no two days are the same?*

*Are you strong in customer communication, quotations, order processing, and keeping structure in a dynamic role?*

*Then this is your opportunity to join EAS Europe B.V. in Renswoude as our new:*

## Sales Administrator/Inside Sales Representative

### ❖ Position Summary

As a **Sales Administrator / Inside Sales Representative**, you are a key link between our organization and our international customers. You ensure that both commercial and administrative processes run smoothly – from the first quotation through to after-sales support.

You are often the **first point of contact** for customers and support colleagues in Sales, Project Management, and Materials in the accurate and timely handling of customer inquiries and orders.

### ❖ Key Responsibilities

- ❖ Processing customer orders in the ERP system
- ❖ Checking and validating orders in consultation with Sales and customers
- ❖ Preparing and issuing quotations and price offers
- ❖ Supporting the Sales team and distributors with pricing information
- ❖ Handling incoming communication by phone and email
- ❖ Providing customers with documentation such as drawings, manuals, and instruction sheets
- ❖ Creating, maintaining, and distributing price lists
- ❖ Supporting sales contracts and commercial administration
- ❖ Identifying process improvement opportunities and actively contributing to optimization

In short: a varied role in which you coordinate, organize, and contribute to both customer satisfaction and a smoothly operating organization.

### ❖ Qualifications

- Has completed an MBO-4 level education (preferably in a commercial or technical field)
- Has experience with Microsoft Office (especially Excel and Word)
- Can communicate well in Dutch and English; German is a plus
- Is customer-focused, accurate, and stress-resistant
- Works well both independently and as part of a team

### ❖ Who are you?

You are service-minded, accurate, and a strong communicator. You are able to keep an overview, switch easily between tasks, and feel comfortable in a technical and international working environment.

### ❖ About EAS

EAS Change Systems has built a worldwide reputation for optimizing production processes in automated mold and die change applications. With our innovative Quick Mold Change (QMC) and Quick Die Change (QDC) technologies, we help customers produce more efficiently, smarter, and faster.

In addition, we supply high-quality mono- and multi-couplings to a wide range of industries, including the automotive, chemical, and medical sectors.

We are an internationally oriented organization with a practical mindset, short communication lines, and a strong team spirit.

### ❖ What We Offer

- A varied and challenging role within a growing international company
- A pleasant and informal working atmosphere with short communication lines
- Plenty of room for initiative and responsibility
- A team with a practical mindset and a strong focus on results
- A workplace where collaboration, humor, and a positive atmosphere matter
- A temporary contract with the intention of offering a permanent position
- A competitive salary between €2,800 and €3,500 gross per month (based on full-time employment), depending on your knowledge, experience, and the value you bring.

### ❖ Why work at EAS?

At EAS, we achieve a lot with relatively little. That means working smart, switching quickly, and delivering results together. We are a mid-sized company with a practical approach and an international outlook. Everyone contributes, thinks along, and takes ownership.

Are you looking for a role in which you can truly make a difference within a committed and supportive team?  
Then we would love to hear from you.

❖ **Interested? Apply now!**

Please send your **CV and motivation letter** to:

**Chris Meijer**

Senior Project Manager

 +31 6 40 85 66 62

 [chris.meijer@easchangesystems.com](mailto:chris.meijer@easchangesystems.com)

 Want to know more about us? Visit: [www.easchangesystems.com](http://www.easchangesystems.com)

*This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all responsibilities or qualifications.*