

HD Construction Equipment Hyundai Europe NV – Sales Support Coordinator CE

We are currently looking for a highly motivated and versatile individual to join HD Construction Equipment Hyundai Europe in Tessenderlo as a **Sales Support Coordinator**.

What can you expect from this challenging role?

In this dynamic position, you will act as a **flexible sales support partner across multiple regions**, working closely with various Regional Sales Managers and supporting different markets depending on business needs. You will report to the Sales Support Manager.

This makes the role ideal for someone who enjoys variety, international exposure, and a fast-paced environment.

Your responsibilities will include:

- Acting as a **central point of contact for dealers across multiple regions**.
- Providing dealers with accurate and timely information via phone and email.
- Managing and processing orders and preparing invoices in SAP.
- Coordinating deliveries and monitoring transport planning to ensure deadlines are met.
- Supporting sales teams in different regions by following up on targets and preparing reports.
- Collaborating closely with internal departments and colleagues to ensure seamless operations.

You will be based in our offices in Tessenderlo (Belgium), while working in an international environment.

Are you the colleague we are looking for?

- You have experience in **customer support or sales support**, ideally in an international context.
- You are flexible and proactive, with a **hands-on and solution-oriented mindset**.
- You thrive in a **multi-regional role** and enjoy switching between different priorities and teams.
- You are fluent in **English**.
- Additional language skills such as **French, German and/or Italian** are considered a strong asset.
- You are detail-oriented and have a strong sense of responsibility.
- You enjoy teamwork and actively support your colleagues.
- You are comfortable working under pressure, handling multiple tasks, and solving problems efficiently.
- You have a strong affinity with **Excel** and experience with SAP.

<https://www.hyundai-ce.eu/en>