

Exail Robotics Belgium – Order-to-cash Officer

Function

In this highly varied role, your responsibilities will include:

- Ensuring the correct follow-up of customer files
- Registering incoming sales orders for various projects (import/export)
- Ensuring the correct execution of all shipments to customers with accompanying delivery documents
- Ensuring compliance with import and export laws and regulations, including customs formalities and VAT legislation
- Applying contractual Incoterms and choosing the most economical transport methods (road, air and sea freight)
- Handling invoicing after delivery of goods or services
- Keeping all necessary data up to date in the ERP system
- Working closely with sales, project and logistics teams to achieve compliant solutions
- Maintaining contacts with customs authorities and transport companies
- Contributing to process optimisations (order to cash) and improvement projects

Your profile

- Experience in a similar administrative-commercial position.
- Familiar with customs formalities within the EU and worldwide.
- Strong communication skills in Dutch, French and English; other languages are an advantage.
- Proficiency in the use of ERP systems and Excel.
- Proactive, solution-oriented and able to work independently.

Our offer

In addition to an attractive salary package complemented by many fringe benefits and respect for work-life balance, at Exail we also guarantee:

- a modern and pleasant working location in Ostend
- a place to work on the personal development of employees
- job with a high degree of independence
- growing environment and ditto dynamics
- 12 ADV days (for full-time employment)

The Exail Robotics Belgium team is eager to meet you.

