



Pioneer is an international company in which more than 8000 employees worldwide develop and produce innovative, high-tech car entertainment products. Our goal? Making your mobility experiences safer, smarter and more comfortable.

Would you like to help carry this vision forward? You can! To strengthen our Planning & Sales Administration department at the European headquarters in Melsele, we are looking for a **Planning & Sales Administration officer**.

#### **Your responsibilities:**

- You will be responsible for the planning & administration of our sales with the car manufacturing companies.
- You will process sales orders, verify stock levels and track order status to ensure timely deliveries.
- Verify invoices and self-billings against posted goods, ensuring correct quantities and prices, and coordinate with Finance.
- Monitor stock levels and coordinate urgent shipments and inventory optimization to prevent shortages or excess stock.
- Act as the first point of contact for the customer logistics teams, providing updates on order status and handling urgent requests.
- Process SAP transactions (returns, debit/credit notes), oversee outsourced warehouse processes and ensure JIT deliveries.

#### **Do you recognize yourself in this?**

- You are detail & solution-oriented and can work accurately.
- You are analytical and you know how to interpret figures correctly.
- You have experience with SAP and know your way around MS Office.
- You have excellent communication skills and you are team-oriented.
- You are fluent in English and have a good knowledge of Dutch.

#### **We offer you:**

- An exciting job within an international context
- A competitive salary package
- Group insurance and health insurance
- Net allowances
- Meal vouchers of €8/day and eco vouchers of €250/year
- End of year bonus
- Various training opportunities
- Flexible working hours and work-from-home option

#### **Interested?**

Send your CV to [Jobs@pioneer.eu](mailto:Jobs@pioneer.eu) and we will contact you!