



We are hiring!

Order Processing Specialist (m/f/d), country focus Netherlands and Belgium

We are expanding the international team of our FP Shared Service Center Europe in Hennigsdorf (northern Berlin area).

Your profile

- You are a native or business fluent Dutch speaker and speak sufficient German or English. Further language skills are a plus.
- You have a professional education or experience in a commercial environment.
- You have basic knowledge of common MS Office products.
- You are customer-focused, reliable and structured.
- You have a great team spirit and believe you achieve more as a team?
- You like to work in an international environment and appreciate the exchange with colleagues.

Your role

- Receive sales orders from FP's Dutch and Belgian sales organizations and dealers and check them for accuracy and completeness.
- Process these orders in an accurate and timely manner.
- Handle all related back office processes for customers, with Postal partners and dealers.
- Interact, as needed with parts of the Shared Service Center or the international FP organization.
- Work with our customers and dealers to resolve their issues on the phone or via e-mail.

Your benefits

- Be part of an intercultural, motivated and openminded team.
- Enjoy flat hierarchies and an appreciative working atmosphere.
- Rely on steady planning as we work on weekdays within usual office hours.
- You receive 28 days of vacation, an attractive salary, holiday allowance and a Christmas bonus.
- Choose between a monthly public transport ticket for all zones or a parking spot in our office building.
- We support with a paid on-boarding and training to start into your new role.
- Take advantage of different possibilities to improve your German, grow within the FP group and other educational ambitions

About the FP SSC | The FP Shared Service Center Europe (SSCE) was established to further improve FP's service quality and speed by combining our strengths in one centre for the whole of Europe. The SSC Europe is located in Hennigsdorf near Berlin and is part of the FP Group.

About FP Group | The internationally active, listed FP Group, headquartered in Berlin, is an expert in secure digital communication. As the market leader, FP offers digital solutions for companies and public authorities as well as products and services for efficient mail processing and consolidation of business mail with its "Software/Digital", "Franking and Inserting" and "Mail Services" product segments.

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Please, apply only per e-Mail!