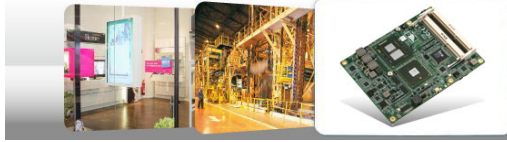


Embedded Boards



Cloud Computing



**AAEON Technology Inc, an ASUS Associated Company**, is a leading manufacturer of advanced industrial and embedded computing platforms. Committed to innovative engineering, **AAEON** provides integrated solutions, hardware and services for premier OEM/ODMs and system integrators worldwide.

**AAEON** also offers customized end-to-end services from initial product conceptualization and product development on through to volume manufacturing and after-sales service programs. **AAEON** is an Associate member of the Intel® IoT Solutions Alliance.

**AAEON** has well established, strategically positioned branch offices across the U.S., Europe, Mainland China and Singapore.

## e-Commerce Sales Support

For our European head office in Eindhoven, we are looking for a full time e-Commerce Sales Support. A person that is a organized and customer focused individual who is ready to join our team and provide outstanding support to our Regional Sales team. If you are a confident, organized and experienced sales support professional and you stand out in a busy and target driven sales environment, this is your next role! You are focused on details and enjoy the structure of repetitive tasks. As a member of the operational sales support team, we expect you to provide outstanding support to our customer and maintaining and expanding the existing relationship with them. Internally, you contribute and support the regional sales teams to achieve their targets.

### Your duties will consist of the following tasks:

- Support UP Shop order fulfillment process, providing support to the UP sales team and customers during the sales process, enter new orders, track orders, investigate shipping/delivery issues (if any) and assist sales to manage customer accounts
- Process and manage the daily customer order flow in ERP, from creating/registering customer accounts, to placing orders, to sharing real-time order/back log information and invoices with customers
- Handling refund request from customer
- Online Fresh Desk support
- Help troubleshoot problems with customer orders, customer accounts and other related issues and resolve sales support related issues, all in a timely manner
- P/N creation and maintenance of UP Product portfolio in ERP
- Act as the backup sales support for the other sales regions
- Other relevant activities management may require.

### Skills required:

- HBO working and thinking level
- Experience in a similar position
- Effective and resolution focused communication skills
- Excellent working knowledge of Microsoft Office
- Ability to work under pressure
- Strong organizational skills and ability to work proactively in a fast-paced environment
- The ability to effectively manage your own time and prioritize task with attention to detail
- Business fluency in English, knowledge of Dutch or Chinese is considered a plus
- Familiar with Asian culture is considered a plus

### What we offer:

- A real international job in a dynamic multicultural environment
- A market competitive salary including an incentive bonus
- Great learning opportunities

- Fresh fruit, coffee, tea, cappuccino, healthy and sweet snacks
- Annual holiday days based on location
- Annual wellbeing budget for physical and mental fitness
- Office equipment as laptop and mobile phone will be provided

We will only consider direct applicants; acquisition is NOT appreciated!

If you're interested, submit your resume and cover letter to:

Aaeon Technology Europe B.V.

[HR@aaeon.eu](mailto:HR@aaeon.eu)