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Sales Coordinator

[Electrolux Professional Group](#)

8200 Aarhus

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Jobdetaljer



Jobtype

Fuldtid

Lokation



8200 Aarhus

Komplet jobbeskrivelse

Being part of the Electrolux Professional team means one day is never the same as the next. What drives us every day is our mission to make our customers' work-life easier, more profitable – and truly sustainable. Becoming the OnE trusted partner, managing their complete operations. Understanding their daily journey – and making it a winning one - whether they run a hotel, restaurant, laundry or café.

Acting in a truly sustainable way means going beyond just products; connecting users with intelligence, humans with technology and innovative thinkers with relevant business models. And providing the most inclusive service offering with expertise, state-of-the-art interfaces and the best people network.

Together with you, we will grow and create sustainable experiences for people and the world around us in laundry and foodservice. Electrolux Professional – we are The OnE.

The business model of Electrolux Professional wants to obtain more focus on customers and products, addressing not only the existing customers but serving the demands of growing global

customers, reinforcing the penetration in emerging growing markets, and focusing on the replacement market.

JOB PURPOSE

As a member of the SOP team, ensure that all sales orders and enquiries into the office are processed in a professional, timely and cost-effective way. Always provide excellent customer service. To reflect the professional company image through all communications and action, both internally and externally. Provide support to the rest of the business in relation to sales order processing for finished goods.

Main responsibilities:

- Manage enquiries (direct and indirect) relating to finished goods, product availability and price enquiries.
- Control administrative process from placement of the order to delivery, using relevant operating procedures and systems (direct and indirect).
- Liaise with group factories to expedite and monitor progress of finished goods.
- Follow up on all back orders ensuring the customer is always aware of the status of orders.
- Arrange any specific transport requirements of either the customer or the site.
- Arranging for the collection and disposal of any equipment as requested by the customer.
- To liaise with the Finance Department to assist with any invoice queries and POD documents when required.
- Administration of any damaged or returned finished goods.
- To provide comprehensive administrative support to the Food sales teams.
- To undertake or assist with specific or general tasks as requested by the Line Manager.
- To attend training as required.
- Utilize internal CRM system to track day to day activities and communicate with customers

YOU

Are Customer Obsessed , as you understand who your customers are, and you actively listen to understand their needs. You proactively provide solutions, and you create better experiences for your customers.

Build Trust , as you are accountable, honest, transparent and trustworthy. You collaborate and enable others to deliver, you delegate and fight silos, and you take ownership of your area of specialty and run the extra mile to achieve your target.

Are Bold , as you are proactive and take action. You seek diversity and inclusion, and you challenge yourself stepping out of your comfort zone. You try new and alternative ways to achieve your target, and you embrace change.

Act sustainably , as you always act in an ethical and responsible way. You build for the future with a long-term perspective, and you support talent development.

General Experience:

- PC literate, with experience Microsoft Office would be advantageous.
 - Administration experience; sales administration preferable
 - Strong verbal and written communication skills
 - Ability to work accurately under pressure.
 - Able to manage many tasks simultaneously.
- Must be able to work on own initiative.

Specific Experience:

- Able to prioritize workload on a continuous basis, and review priorities in order that both urgent and important tasks are accomplished.
- Effective team member with the ability to contribute in a team environment, but can be independent in areas of own responsibility
- Ability to work within a team of diverse individuals.
- Must be customer focused.

Electrolux Professional Group - meeting needs beyond tomorrow

Electrolux Professional Group is the sustainability leader in our industry and one of the leading global providers of food service, beverage, and laundry equipment for professional users. Our innovative products and worldwide service network make our customers' work-life easier, more profitable – and truly sustainable every day. Our solutions and products are sold in over 110 countries. In 2024, the Electrolux Professional Group had global sales of SEK 12.5bn and approximately 4,300 employees. Electrolux Professional's B-shares are listed at Nasdaq Stockholm. For more information, visit <https://www.electroluxprofessionalgroup.com>

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