

Intersoft Electronics – Sales & Proposal Officer

We are looking for a Sales & Proposal Officer

Intersoft Electronics is a Belgian engineering company active in the domain of air traffic control (ATC) and air-defence radar. It is our mission to create and deliver cutting edge solutions in these fields and enable our customers to achieve comprehensive and reliable radar coverage leading to safer airways. Our products and services are used worldwide!

To strengthen our team, we are looking for a motivated Sales & Proposal Officer.

Your role:

As a Sales & Proposal Officer, you will play a crucial role in maintaining relationships with customers, account managers, business partners, and internal technical teams. You will coordinate commercial activities and prepare proposals, quotations, and tender responses. You thrive in an international environment, enjoy building customer relationships, and are willing to travel when required.

Your responsibilities include:

- Act as the primary commercial interface between Intersoft Electronics and customers, partners, suppliers, and internal stakeholders, building and maintaining strong relationships to support new business opportunities.
- Prepare, coordinate, and manage commercial proposals, tender responses, contracts, and purchase orders, ensuring commercially viable and customer-focused solutions.
- Identify customer requirements and collaborate with Engineering, Systems, Operations, Project Management, and Supply Chain teams to develop technical and commercial proposals for future contracts.
- Coordinate communication and follow-up with customers and partners throughout the quotation, tender, contract negotiation, and contract execution process.
- Monitor and manage business opportunities, customer interactions, and commercial activities within the CRM system.
- Act as the link between customers and internal project teams, supporting the successful execution of contracts from a commercial perspective.
- Represent the company at customer meetings, site visits, exhibitions, trade shows, and other business development events.
- Review and analyze RFIs, RFQs, ITTs, contracts, and customer requirements to support the preparation of competitive and compliant proposals.

Your profile:

- Bachelor's degree or equivalent through experience.
- Experience in sales administration, commercial support, bid support, contract administration or customer service.
- Affinity with a technical or engineering environment.

- Strong organisational and communication skills.
- Accurate, proactive and customer-oriented.
- Experience with Microsoft Office; knowledge of Odoo or other ERP systems is a plus.
- Fluent in English; knowledge of Dutch is an asset.
- Team player who can also work independently.

What do we offer you?

- A varied position in an international high-tech environment.
- Opportunities for personal growth and development.
- Flexible working hours and a congestion-free working environment.
- Attractive salary package including a company car, flexible income plan, group insurance and meal vouchers.
- A collaborative team and enjoyable company activities.

<https://intersoft-electronics.com>