



## Commercial Assistant OOS Energy (Fulltime)

Location: Serooskerke (W)

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### The position

*The Commercial Assistant assists in the commercial activities of OOS Energy. The assistant is mainly responsible for the day-to-day administrative tasks of the department as well as commercial duties for ongoing projects.*

### Duties & Responsibilities

- Assisting the commercial department in any way in developing business for OOS Energy;
- Assisting the department in preparing documents required for tenders;
- Administer and maintain vendor registration with Clients and Organizations;
- Collect marketing information;
- Assist to maintain the OOS Energy website;
- Assist making brochures and marketing material
- Provide input for external communication

### Job & Skill Requirements

#### Professional Experience

- Preferred 1-2 years of commercial experience;

#### Functional Skills

- Basic knowledge in use of Microsoft Office;
- Excellent understanding of the English language, both written and verbal;

#### Personal Skills

- Teamwork and collaboration;
- Adaptability;
- Analytical;
- Attention to detail;
- Time management

### What can we offer you?

A varied, international working environment with a lot of responsibility.  
A dedicated team where every member strives for the best team results.  
Prominent Career opportunities.  
The Position is for a period of one year (fulltime).



Permanent contract with proven suitability.

### Interested?

If this job appeals to you and you meet the qualifications, please send your application to [careershore@oosinternational.com](mailto:careershore@oosinternational.com). For additional information please call +31 118 726200 and ask for the HR department.

## Contact OOS International

### Head Office The Netherlands

#### OOS International B.V.

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