



CERTIFER is a French company founded in 1997. We are specialised in railway testing, inspection and certification (CERTIFER) on the one hand, and engineering, consultancy and advisory services on the other hand (CERTIFER Solutions). With more than 420 employees and 27 locations worldwide, CERTIFER is present throughout Europe, as well as in China, Turkey, Brazil, Australia, Canada and in the Middle East.

CERTIFER main services include safety assessment as ISA (Independent Safety Assessment) and AsBo (Assessment Body) and conformity assessments as NoBo (Notified Body) and DeBo (Designated Body).

At CERTIFER, we are global leaders in the railway sector, delivering cutting-edge independent safety assessment, independent certification, systems engineering and safety assurance services across the rail industry. With a commitment to excellence, we work with major transport stakeholders to ensure the highest standards of quality, safety, and risk mitigation in rail networks worldwide.

In the Netherlands, CERTIFER operates from Noord-Scharwoude and Utrecht, employing nearly 100 professionals.

## The role

Sales Support (20-32 hours)

As a Sales Support employee, you know exactly what's going on within the sales department and provide your colleagues with the administrative support they need.

## What will you be doing?

You'll help prepare quotes and keep track of ongoing proposals. You'll coordinate and monitor the process to ensure deadlines are met. You'll enter all data into the system, schedule appointments, maintain tender files, and handle many other tasks. You'll be surrounded by technical specialists who speak the language of engineering. We don't expect you to do the same, but to provide the right support, you'll be interested in the world of rail so you can take administrative tasks off your colleagues' plates!

## What do you bring to the table?

- ✓ An MBO-level education
- ✓ You have demonstrable administrative work experience;
- ✓ You have experience with CRM applications, and Excel holds no secrets for you;
- ✓ You have strong administrative skills, allowing you to take work off the account managers' hands;
- ✓ You're a true "I'll take care of it all" type—proactive and energetic
- ✓ In addition to Dutch, you're fluent in English.

## What do we offer you?

- ✓ A varied role within an international organization
- ✓ Opportunities for career advancement within the organization
- ✓ A competitive salary and excellent benefits
- ✓ Opportunities for training and personal development
- ✓ A pleasant, professional work environment with dedicated colleagues

## Interested?

Are you the Sales Support Representative we're looking for? If so, please apply at [HRM.nl@certifer.eu](mailto:HRM.nl@certifer.eu).