



Back-Office Administrator

Alkmaar, Netherlands

About Us

Fulham Co., Inc. is a leading global provider of intelligent, sustainable commercial lighting components and electronics for use in commercial general lighting, parking structure, signage, horticultural, UV and other applications. The company develops and manufactures a variety of award-winning LED and emergency products, as well as legacy products across multiple lighting platforms. Fulham sells its lighting solutions worldwide through original equipment manufacturers (OEMs) and electrical equipment distribution channels. Headquartered in the USA, the company has sales and/or manufacturing facilities in Europe, China, India and the UAE. The Europe, division located in Alkmaar, Netherlands, designs and engineers the European LED product lines.

Position Summary

As a Back-Office Administrator, you will be responsible for Customer Support and Accounting Support for our European division and will report to the VP of European Sales.

Job Responsibilities

- Communications with Customers on orders and products
- Communication with Salesmen on availability and pricing
- Order handling
- Expediting of sales orders
- Planning and Forecasting
- Sourcing with our factories
- Document Handling
- Invoicing
- Reporting
- Purchase orders for trading goods
- Purchase Invoice processing
- Credit Control
- Stock Control Warehouse Alkmaar
- Master data management ERP system (Navision)

Skills & Qualifications / Experience

- At least 2 years of experience sales and accounting admin support
- Strong in Microsoft Office Suite (Excel, Word, PowerPoint)
- Experience in Navision or other ERP software
- Strong communication, documentation and writing skills
- Languages: Dutch, English

Compensation / Benefits

Fulham offers an excellent workplace that rewards client orientation, forward leaning leadership, fact based decision making, empowering employees, and lean organization. Our compensation package includes a competitive base salary, and performance-based incentives.

Interest / Response

Interested candidates should submit a resume and cover letter in confidence to:

Frank Mak

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www.fulham.com