Diamond Creations n.v.

Job Title: Administrative & Sales Support Associate
Company: Diamond Creations
Location: Antwerp, Belgium

Diamond Creations, a distinguished name in the diamond industry, is seeking a dedicated and detail-oriented Administrative & Sales Support Associate to join our team. This role is ideal for a motivated professional who is eager to contribute to multiple aspects of the business, from administrative operations to client-facing sales support.

Key Responsibilities:

- Manage administrative tasks related to purchasing, with a strong focus on Excel and data management
- Coordinate the delivery of invoices and the transport of stones between offices
- Provide operational support in day-to-day business activities
- Assist in preparing for exhibitions, including handling detailed logistics and organizational tasks

Once trained:

- Attend exhibitions and represent the company
- Support sales efforts and client engagement, including providing coverage when senior team members are unavailable

Qualifications:

- Proficiency in Microsoft Excel and general computer literacy
- Strong organizational skills with keen attention to detail
- Excellent communication and interpersonal skills
- Ability to manage multiple responsibilities and adapt to evolving priorities
- Professional demeanor and reliability
- Willingness to travel for exhibitions and industry events
- Languages: English, Flemish/Dutch, and French required

What We Offer:

- Comprehensive training in both administrative and sales functions within the diamond industry
- Exposure to international exhibitions and industry-leading events
- A professional and collaborative work environment

If you are a hardworking and adaptable professional seeking to build a career in the diamond industry, we invite you to apply.

To Apply: Please submit your CV and cover letter to y.kedia@hotmail.com.