



CAREER OPPORTUNITY

Backoffice Coordinator (M/F/D) 100%

Do you want to make an impact with your performance, are you organized and always thinking of solutions and opportunities? Are you an organizational mastermind; no challenge is too complex for you? Do you want to prove yourself and make a real difference for the future?

So, welcome to Interholco!

INTERHOLCO (IHC), founded in 1962, delivers African, European, and North American hardwood products (lumber, logs, decking, laminated scantlings) to B2B customers in more than 40 countries worldwide. Recognized as a sustainability leader, IHC responsibly manages 1.16 million hectares of natural rainforest in the Republic of Congo, turning harvested wood into high-value timber products that serve customer needs, as well as improving our climate and increasing social justice. IHC is the first forestry company in the Congo Basin to have acquired FSC Ecosystem Services certification, for biodiversity protection on top of FSC Forest Management certification (Forest Stewardship Council, FSC® C022952).

YOUR LOCALISATION

- You will be based in Belgium and will have the opportunity to work from home a maximum of one day per week after thorough training and induction.

YOUR IMPACT

- As Backoffice Coordinator, you will make other people's lives easier thanks to your organizational skills and ability to get things done.

YOUR MISSION

- The future Backoffice Coordinator will be responsible for coordinating and managing a small team that does great things.



CAREER OPPORTUNITY

YOUR RESPONSIBILITIES

- Resolving, handling, and following up on issues, preferably before they occur. So, you always think two steps ahead and act proactively.
- You take the initiative and are not afraid to make decisions.
- Guarantee quality to suppliers, customers, and partners alike.
- You are problem-solving orientated and always offer the best solution.
- You report to the commercial manager in a transparent and clear manner.
- In addition to the general responsibility for the sales office in Belgium (Aalst), you will also be assigned specific tasks around facility, supplier, and travel management.

YOUR EXPERIENCE AND ACADEMIC BACKGROUND

- You have at least 5 years of experience in office management support.
- You are familiar with MS Office and have an excellent knowledge of Word, Excel and the standard MS Office tools.
- Initial experience with SAP would be a great advantage.
- Your mother tongues are French and Dutch and you have a very good knowledge of English. Knowledge of German would be an advantage.

YOUR QUALITIES

- You have good communication skills, pay attention to detail and are a real team player.
- Leading and motivating your team members is no problem for you.
- Thanks to your bird's eye view, you can assess when and where problems will arise and react quickly and efficiently.

WHY YOU SHOULD JOIN US

You will be part of a motivated, ambitious, multicultural team where we truly support each other and work together to achieve great goals, and where you will play an important role. We offer an attractive and comprehensive remuneration package.

HOW TO JOIN US

Please send us your CV and letter of application, stating your earliest possible starting date and your salary expectations, to HR@interholco.com

FOLLOW US ON [LinkedIn](#)

*The expectations and duties in this description shall not be considered as exhaustive. They also shall not be deemed as forming part of an employment contract. They can be changed without notice within the employment period by the line manager.