

JOB OPPORTUNITY

SALES AND ADMINISTRATIVE ASSISTANT

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Area of Nivelles, Belgium
(Hybrid)



Full time

Crane Rail Design & Supply



March 2026



ABOUT TRACKX

TrackX is a young, fast-growing, and dynamic company based in the Area of Nivelles. We are specialists in the niche sector of Crane Rail Design and Supply, providing high-precision engineering solutions and components for industrial infrastructure across mainly Europe and Africa.

At TrackX, we combine innovation and technical expertise with a modern, agile mindset. As we scale our international operations in 2026, we are looking for a proactive Sales and Administrative Assistant to become a key pillar of our team.

THE ROLE

After a comprehensive induction program, you will provide vital support to your new colleagues, including our Sales & Project Managers, Site Manager, and CEO. This is a versatile role that balances commercial support, technical administration, and client relations.

WHAT WE OFFER

- A stable key position with real impact in a specialized engineering sector.
- A modern, friendly, supportive and collaborative working atmosphere.
- A competitive salary package with extra-legal benefits.
- Flexible working conditions with hybrid options.

YOUR PROFILE

Mindset: You are energetic, "hands-on," and thrive in a fast-paced environment.

Languages: Fluent in English and French. Proficiency in Chinese is a strong asset for our international development. (Dutch is a plus too).

Technical Skills: Proficiency in Microsoft Office (Excel) and comfort with ERP/digital tools.

Location: Residing in or near the Area of Nivelles.

Personality: Rigorous, organized, team spirit and a great communicator.

KEY RESPONSIBILITIES

Operational Support

Team Assistance: Bring daily support to the Sales and Project Managers, Site Manager, and CEO.

Quoting: Prepare and follow up on small quotations for our clients.

Client & Supplier Liaison: Act as a daily point of contact for clients (follow-up on quotes and money collection) and suppliers (delivery coordination).

Administrative Excellence

ERP Management: Encode and manage critical data within our ERP system.

Invoicing: Handle the end-to-end invoicing process for our clients.

Data Integrity: Ensure that all physical and digital archiving is consistently organized and up to date.

Ready to join the TrackX adventure? Send your CV and a brief cover letter to : info@trackx-rail.com