

**VACANCY**

Aartselaar, Belgium

Full-time

Operations & Sales Support

Tent Portal - part of Organic-Concept

International B2B platform - Tents & parts - for rental and event pros.

Tent Portal is the worldwide online sales platform of ORGANIC NV for tent and event professionals.

Through Tent Portal we supply rental companies and partners around the globe with high-quality tents, structures and accessories backed by the production, engineering and tent expertise of Organic-Concept.

As both Tent Portal and Organic-Concept continue to grow internationally, orders, suppliers, logistics flows and project planning increasingly overlap and move faster every day.

To support this growth and ensure smooth coordination between both organisations, we are looking for a strong and structured operational profile.

Your main focus will be on Tent Portal, also you will actively support Organic-Concept's planning and logistics teams when needed to keep operations running efficiently.

Job Description

You become part of the operational backbone behind Tent Portal.
You make sure online orders and projects turn into smooth, well-executed deliveries.
You connect platform, sales, planning, warehouse, production and partners into one clear flow.

You will:

- Prepare and follow up quotations and online orders
- Process offers and orders in ERP systems
- Support B2B clients using the Tent Portal platform
- Follow up production with suppliers and factories
- Coordinate deliveries and logistics
- Act as the link between platform, sales, warehouse and transport
- Support stock management and warehouse flows
- Provide support to Organic-Concept's planning and logistics
- Monitor deadlines and proactively solve issues
- Keep data structured in Sheets / Excel and ERP
- Support management with reporting and planning
- Handle first-line customer communication and aftersales

In short: you keep a global operation running smoothly.

Profile

We're looking for someone who takes ownership and keeps things moving.

Non-negotiable basics

- You communicate fluently in Dutch, English and French
- You are strong in Excel / Google Sheets
- You learn digital tools and ERP systems fast
- You work structured and precise
- You act proactively . You don't wait, you fix

Strong plus

- Experience in operations, logistics, planning or inside sales
- Affinity with technical, construction or event-related products
- Experience in B2B platforms or international trade is a plus
- Comfortable handling multiple files at once

Who fits here

Not someone who needs constant guidance.
Not someone who panics under pressure.

But someone who:

- loves structure
- thinks ahead
- takes responsibility
- feels ownership
- enjoys variety between platform and project work
- wants to grow inside a strong group

If people describe you as “the organizer” you’ll fit in.

What we offer

- Real responsibility from day one
- Key role in a worldwide B2B platform
- Exposure to international partners and projects
- Seasonal involvement in high-end Organic-Concept projects
- Close collaboration with management
- Young, pragmatic team. Zero corporate nonsense
- Competitive salary + benefits
- Long-term growth within Tent Portal & Organic-Concept

Interested?

Send your CV to: info@organic-concept.com

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