




# Vacancy: Back Office Employee at BarTrack

-  **Location:** Amstelveen
-  **Employment:** Fulltime or Parttime
-  **Experience:** Junior / Medior

## About BarTrack






BarTrack is a tech startup with a clear mission: making inventory ordering and management simpler and more efficient. We've developed a platform that enables businesses to seamlessly track and reorder their stock while allowing wholesalers to easily serve their customers.

Our solution is versatile and can be applied across various industries, with ambitions to expand internationally. Our team is a dynamic mix of experienced professionals and young talents, all working with an entrepreneurial mindset to drive BarTrack's growth. We are hands-on, flexible, and always looking for smart solutions to support our customers in the best possible way.







Want to know more about our team? Check out the team page: <https://www.bartrack.com/nl/team>

## What will you be doing?






As a **Back Office Employee**, you are the backbone of our team. You make sure everything runs smoothly behind the scenes and are an important link between customers, our account managers, our platform and internal processes.

-  You will support the account managers with customer inquiries and quotes.
-  You will ensure accurate records and up-to-date customer data.
-  You interact with customers to answer questions and provide solutions.
-  You will support the implementation of internal projects and process improvements.
-  You identify improvement opportunities in processes and contribute to efficient working methods.


## What do we expect from you?

-  You are precise and organized, with an eye for detail.
-  Minimum of 2 years experience in a similar support position.
-  Customer-oriented attitude and good communication skills.
-  Experience with administrative systems and affinity for technology.
-  You can switch well between different tasks and maintain an overview.
-  You feel comfortable in an entrepreneurial environment and enjoy thinking about improvements.

## What do we offer?

-  Work in an ambitious team of experienced professionals and young talents.
-  The opportunity to help build a growing company and optimize processes.
-  A competitive salary with good benefits.
-  A varied and dynamic position with a lot of independence.
-  A nice working environment where we invest in good team dynamics and cooperation.

Does this sound like the perfect opportunity for you? **Apply now!** Send your resume with a short clarification to [Joelle.hable@bartrack.com](mailto:Joelle.hable@bartrack.com) and who knows, maybe we will have a cup of coffee together soon to get acquainted.

 **BarTrack – Together we are building the future of inventory management!** 