



CAREER OPPORTUNITY

BACKOFFICE COORDINATOR / EMPLOYEE (100%) (M/F/D)

Founded in 1962 and headquartered in Baar (Switzerland), INTERHOLCO (IHC) supplies responsible wood products to B2B customers in more than 40 countries. Its Congolese subsidiary, IFO (Industrie Forestière de Ouesso), sustainably manages 1.16 million hectares of natural tropical forest, FSC® certified and globally pioneering in certification for ecosystem services. With more than 1,200 employees, IFO transforms wood locally into high value-added products, combining industrial innovation, sustainability, and positive social impact. For our **Backoffice in Belgium (Aalst)**, we are currently looking for reinforcement.

PURPOSE OF THE ROLE

Depending on your experience, you will join us either as a Backoffice Coordinator or as a Backoffice Employee with a clear development path towards a coordinating role. In both cases, you play a key role in ensuring smooth day-to-day operations and supporting our sales office in Aalst.

YOUR RESPONSIBILITIES

- You ensure smooth day-to-day Backoffice operations.
- You provide administrative support to the Sales Office (e.g. sales and purchase administration, document management, data maintenance).
- You organise transportation to our customers.
- You perform detailed document verification in international trade.
- You coordinate and communicate with internal stakeholders as well as customers and suppliers.
- You monitor deadlines and pending tasks and proactively follow up.
- You support facility management, supplier coordination, team events, and travel management activities.
- You gradually take on additional coordination responsibilities depending on your experience and development.

YOUR PROFILE

- You have a degree in Business Administration or an equivalent qualification.
- You have several years of experience in a Backoffice, sales support, or administrative coordination role (experience in the timber industry is an advantage but not a requirement).
- You have very good MS Office skills; experience with SAP is an advantage.



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- You are fluent in French and Dutch and have a good command of English; German is an asset.
- You work in a structured, reliable, and independent manner.
- You enjoy organisation, coordination, and taking on responsibility.
- You enjoy working in a small team, where flexibility and communication are very important.

GOOD TO KNOW

- You will be based in Aalst. After a thorough onboarding and training phase, you will have the flexibility to work from home up to one day per week.
- You can expect an exciting and responsible role in an internationally oriented and evolving industry.
- You will have the opportunity to contribute your own ideas and actively help shape and improve processes.
- We generously support your professional development through training and further education.

Interested?

If so, we look forward to receiving your CV and cover letter at HR@interholco.com

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* The requirements and responsibilities outlined in this job description are not exhaustive and do not constitute an employment contract. They may be amended by your direct supervisor as required during the course of employment.