

dside

Job Opportunity:

Junior Project Manager - Online Merchandising & Customer Support

Are you dynamic, enthusiastic, and ready to kickstart an exciting career? Join our growing team as a **Junior Project Manager**, where you'll play a vital role in shaping online webshops, supporting operations, and delivering exceptional customer experiences.

Under the guidance of our experienced account manager, you'll dive into the fast-paced world of e-commerce, manage customer inquiries, oversee orders, negotiate with suppliers, and ensure seamless project execution.

About Us

As part of the **D-Side Group**, our "D-Side Corporate & Promotional Merchandising" division is a leading player in creating innovative promotional products and branded apparel. Since 2002, we've grown consistently, supporting clients' projects, events, and product launches across Europe, the Middle East, and Asia. Our diverse clientele spans industries such as automotive, medical, and beer, making every project as exciting as the next

Key Responsibilities

Production Support

- Act as the main point of contact for suppliers and manufacturers, managing inquiries, obtaining quotes, and building daily communication.
- Source innovative products based on client briefs and brand requirements.
- Coordinate production processes under the guidance of account managers.
- Conduct quality checks to ensure top-notch standards.

Administrative Support

- Oversee project tasks, including database management, helpdesk coordination, and the creation of contact forms.
- Deliver exceptional customer service across multiple online brand webshops.
- Resolve issues promptly and provide regular updates to account managers.
- Review supplier order forms, proofs, and invoices to ensure accuracy.
- Maintain and update webshop content to keep it fresh and relevant.

What We're Looking For

- Fluency in **English** and **French** (spoken and written).
- A passion for promotional products and communication items.
- An interest in trends and an unwavering focus on quality.
- A flexible, customer-first mindset with the ability to thrive under pressure.
- Positive, dynamic, and solution-oriented, with a proactive "can-do" attitude.
- Highly organized, detail-driven, and eager to take on diverse challenges.

What We Offer

- **Competitive Compensation:** A salary package with benefits tailored to your experience.
- **Hands-On Experience:** The chance to develop skills in merchandising management within a vibrant and fast-growing industry.
- **Career Growth:** Opportunities to take on greater responsibilities and build a long-term career.

Ready to join a team that values creativity, innovation, and quality?

We'd love to hear from you!

Patricia Mommaerts

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