



Administrative & Operations Coordinator Full-time

About GDM Sports

GDM Sports BV is a dynamic and growing company active in the billiards industry. We are part of the Chinese group XNMT, an international organization with offices, warehouses and factories in Asia, the United States, and Europe. To support our further expansion, we are looking for a motivated and versatile **Administrative & Operations Coordinator** who will serve as the central point of contact for our French operations.

Job description

As Administrative & Operations Coordinator, you will act as the main point of contact between GDM Sports BV in Belgium and our French activities (GDM Sports Logistics, DrawShots, Kozoom Store, etc.) and the group's central departments. You will coordinate and monitor activities in the areas of administration, customer service, sales, marketing, HR, accounting and warehousing. You will play a key role in ensuring smooth day-to-day operations and support our teams in delivering excellence to our customers and partners.

Key responsibilities

- Coordinating and supporting daily activities in the areas of administration, customer service, sales, marketing, HR, accounting and warehousing.
- You will be based in Belgium, but will regularly travel to other locations.
- Ensuring accurate and timely administrative processes, including invoicing, reporting and internal documentation.
- Supporting HR tasks such as onboarding, employee follow-up and coordination with central HR.
- Monitor customer inquiries and ensure follow-up in collaboration with customer service.
- Support the sales team in processing orders, quotations and communication with customers.
- Provide operational support for marketing initiatives and events.
- Oversee office management tasks to ensure an efficient and professional work environment.
- Collaborate with the warehouse team to ensure smooth logistics and inventory management.
- Prepare periodic reports and contribute to process improvements.
- Act as the primary point of contact between Belgium, France, the group and the COO.





Profile

- Bachelor's degree in business administration, management, or equivalent experience.
- Proven experience in office management or a similar coordinating role.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication skills in Dutch and English (written and spoken). Knowledge of Chinese is a plus!
- Proactive, hands-on, flexible, and solution-oriented mindset.
- Ability to work independently while collaborating closely with central departments.
- Knowledge of basic accounting and administration.
- Knowledge of Excel.

What we offer

- A versatile and challenging position in a dynamic international company.
- The opportunity to grow within a fast-growing organization.
- A collaborative and supportive working environment.
- A competitive salary and benefits package.

If you are an organized, motivated professional who wants to play a key role in our activities, we would love to hear from you.

How to apply

Send your resume and cover letter to j.xiang@sdsgco.com.

1^e Job interview with Xavier Carrer

2nd Job interview with Michèle Wils

