



Join NOVENCO as Sales Coordinator - and make an impact on the future of energy-efficient ventilation

At NOVENCO Building & Industry, we deliver critical and energy-efficient ventilation solutions for buildings, data centres, industry, tunnels, and car parks. Headquartered in Næstved, Denmark, and with offices across Europe, Asia, and the USA, we serve a global customer base with high-quality products and strong technical expertise.

We are now looking for a Sales Coordinator to join our global sales team and help ensure efficient sales processes and excellent customer service.

Customer satisfaction is at the heart of everything we do. As our Sales Coordinator, you will play a key role in ensuring this every day by supporting the sales processes across the business area – and you will be an important part of the engine room that ensures that our customers have a professional and efficient experience.

About the Role

As Sales Coordinator, you will often be the first point of contact for incoming enquiries from customers and salespeople. You'll ensure fast and professional communication and timely follow-up.

You will be part of a dedicated 11-person Sales Support team, consisting of Sales Support Engineers, Order Coordinators, Service and Warranty staff. Together, we make sure that sales processes run efficiently and that our customers receive outstanding support.

Key Responsibilities

Your main responsibilities include:

- Act as the primary contact for incoming enquiries from customers and sales teams
- Prepare prices, quotes and other sales materials
- Coordinate and follow up internally to ensure accurate and timely responses
- Maintain and update customer data and documentation in CRM and ERP systems
- Help coordinate customer visits to our Næstved HQ
- Contribute to improving internal workflows and customer experience
- Support other commercial activities and tasks as needed

Who We're Looking For

We're not focused on your educational background – what matters most is your experience with coordination and customer contact, your structured approach, and your ability to support others in a busy, international sales environment. We would also like you to contribute to the development of your own role.

You've likely worked in a coordinating or administrative role – preferably in a technical or B2B organisation – and you thrive in a position where you help keep things running smoothly behind the scenes.

You'll fit in well with us if you:

- Are service-minded, structured, and dependable
- Bring a positive mindset and a proactive approach to your work
- Have a digital mindset and solid IT skills – especially in Microsoft Office (CRM/ERP experience is a plus)
- Communicate clearly and professionally in both Danish and English
- Enjoy coordinating across teams and keeping track of details
- Are curious and open to improving how things are done
- Work well with others and follow through on tasks reliably
- Are proactive and dedicated in relation to colleagues, customers and tasks
- Are curious and have a talent for improvement

Why Join Us?

At NOVENCO Building & Industry, we offer more than just a job — we offer a career in a dynamic, international environment with talented colleagues passionate about innovation and excellence.

In addition to a competitive salary, you will receive:

- Comprehensive onboarding plan and continuous training
- Opportunities for professional development and career growth
- A collaborative, informal workplace culture where your ideas are valued.
- Pension plan and flexible working hours.
- Health insurance, lunch arrangements, and other employee benefits.

Ready to Take the Next Step?

For any questions about the position, please contact Head of Sales Support & Service Birthe Orloff Pedersen at +45 5433 0546 or email bpn@novenco-building.com.

Ready to take the next step? Submit your CV and application, marked 'Sales Coordinator,' to job@novenco-building.com by July 9, 2025. We review applications continuously, so apply today!