



For our location in **Diegem** we are looking for a (M/F):  
**Customer Services Representative (FT)**

### What are your responsibilities?

As **Customer Services Representative** you will ensure coordination and follow-up of all aspects related to the complete handling of orders placed by customers. You are responsible for tasks and actions in accordance with internal and external regulations such as ISO, Operational Excellence, etc. This is a professional support function, with focus on coordination and administration of the order process and this according to processes & procedures.

### Your Key tasks:

- Coordination and follow-up, until completion of orders across all CPChem departments; this includes product enquiries, credit, product availability, delivery, invoicing and payment
- Timely and accurate processing in SAP of order entries, order acknowledgements, price updates
- Handling documents for example packing list, invoices, certificates,...
- Maintaining close contact with Customers and your internal stakeholders within the Supply Chain, Finance and Sales department

### Your profile

- Bachelor degree or equivalent
- At least 5 to 10 years' experience in a similar position in an international environment
- Preferable experience in the (petro-) chemical industry
- Excellent language skills: English, French, Dutch, German, any additional language is a plus.
- Excellent communication skills and ability to manage multiple priorities successfully
- Team player, pro-active thinker, problem solver, hands-on mentality
- Computer literate: MS Office expert level, SAP knowledge is mandatory

## Join the CPChem family

and send your CV and motivation letter to [eu-jobs@cpchem.com](mailto:eu-jobs@cpchem.com)

### Who are we?

**Chevron Phillips Chemicals International NV** started its activities in Belgium in the mid-1960s under the name Phillips Petroleum Chemicals NV. It is an integral part of Chevron Phillips Chemical Company LLC, a 50/50 joint venture between Chevron Corporation and Phillips 66, headquartered in the **US**. We are one of the top global producers of olefins and polyolefins, and a leader in the distribution of aromatics, alpha olefins, styrenics, specialty chemicals, polyethylene piping and polymer resins.

In **Belgium**, Chevron Phillips Chemicals International NV coordinates marketing and sales from its EMEA headquarters in Diegem and has 2 production sites. In Tessenderlo there is the production of organosulfur related products and in Beringen we produce polyalphaolefins



Performance by design.  
Caring by choice.™



You may not realize it, but you have probably used a product today made possible by the plastics and chemicals **manufactured by Chevron Phillips Chemical (CPChem)**. From medical supplies and electronics to food packaging and cosmetics, we create the building blocks for more than 70,000 consumer and industrial products.

Even as a global company with 5,000 employees, we maintain a "small business feel" and maintain a culture of **respect, diversity and inclusion**. Ask any Chevron Phillips Chemical employee what they like most about their job, and generally the answer is "the people I work with!" We attach great importance to the balance between work and private life and we like to see our employees **grow and develop**, both professionally and personally.

Chevron Phillips Chemical offers you a **varied and exciting job** in an international environment and the opportunity to learn and grow within the position. You will be part of a **dynamic team** of professional and motivated colleagues in a growing and profitable company.

We provide a fix contract with a competitive salary and an attractive package of additional benefits (insurances, various checks, bonus, training, extra holidays, occasional telework, ...)

