



Job Vacancy:
Commercial Coordinator



The Coffee Quest: Commercial Coordinator



The Company

The Coffee Quest is a socially responsible, green coffee company committed to building a sustainable and profitable value chain. Our team of around 50 coffee professionals is based in four countries: Colombia, Brazil, The Netherlands, and the United States. We aim to achieve this goal by directly connecting growers to roasters and seeking fair, sustainable pricing for all value-adding activities. By working together, we hope to create a strong, future-proof value chain for all stakeholders.

The Coffee Quest
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"We are scaling up – and reaching out!"

What we do, and how we do it.

As a company, we work with suppliers in 10 different countries to source coffee from over 26,000 farming families. We pay a premium for their coffee and incentivize value-adding activities, such as improved growing and postharvest practices, to increase the quality of our products. Our customers are willing to pay a higher price for these higher quality products.

The Coffee Quest is dedicated to bringing specialty coffee to market, providing roasters in Europe and the United States with easy access to a wide range of green coffee. We offer knowledge, storytelling, quality control, and digital content to support our customers, and work closely with them to plan their green coffee requirements. Furthermore, we reinvest our profits back into the producers through impact programs, with the aim of building a sustainable coffee chain for the future.

As Commercial Coordinator you will focus on:

1. Coordination: Ensuring that all necessary resources and assistance are available to help account managers effectively manage European roaster relationships and achieve business objectives is the "behind the scenes" work that is vital to their success. This may involve coordinating with other team members and departments, as well as handling inbound sales requests, the follow-up of samples and contracts and keeping track of sales campaigns.
2. Process Development: Analysing current business processes and identifying areas for improvement in order to increase efficiency and improve overall performance. This may involve implementing changes to optimise operations and collaborating with other team members to ensure that these changes are effective.
3. Portfolio: Growing your own customer portfolio involves focusing on the company's existing list of coffee roasters and expanding it by identifying potential leads, reaching out to potential clients, and building relationships to secure new business.

As a member of the team at The Coffee Quest, you will have the opportunity to work in a multicultural and multilingual environment alongside a diverse group of individuals. Our team includes speakers of Dutch, Spanish, German, Italian, and English. You will be based in our Amsterdam-Noord office, but will also have the chance to interact with our sister companies in Colombia and Brazil, as well as partners across our supply network.

We are looking for:

Attention to detail: To handle a variety of tasks, many of which require a high level of attention to detail.

Organisational skills: To be able to manage time effectively and stay organised in order to complete tasks efficiently.

Adaptability: To be able to adapt to changing start-up circumstances and prioritise tasks accordingly.

Interpersonal skills: To interact with a variety of people, strong interpersonal skills are important.

Computer proficiency: To use computer programs and systems to complete their tasks, so proficiency with computers is essential.

Problem-solving skills: As a Commercial Coordinator you may encounter a variety of problems and challenges, so the ability to think creatively and come up with solutions is important.

Dependability: It's important for a Commercial Coordinator to be reliable and able to complete tasks accurately and on time.

What can we offer you?

- A positive, supportive work culture at a quickly growing company and enjoy the perks of working with great colleagues and even better coffee!
- A competitive remuneration package with opportunities for professional development and advancement. Take charge of a project and achieve tangible results.
- The office is located at Amsterdam Roasters, a coffee hub featuring multiple companies and staffed by coffee professionals, offering a wealth of knowledge and expertise on all things coffee.
- In addition to office work, you'll have the opportunity to participate in events and team "borrels".
- A chance to make a positive impact in the world.

How to apply?

Send your motivation letter and CV to hr@thecoffeequest.com, latest on the 27th of January. We are looking forward to your application!

Warm coffee regards,

The Coffee Quest Team