



NUMIDIA

YOUR EXPERT PARTNER IN DAIRY

For the Trade Department at our office in Dallas (Texas) in the USA, we are looking for a

Commercial Assistant Fulltime

The Position

Join Numidia's commercial team in Dallas and play a key role in supporting the execution of international dairy trade while contributing to the smooth day-to-day operations of our office. You will work closely with Traders and cross-functional teams, ensuring accurate contract execution, seamless communication, and efficient office operations in a dynamic international environment.

Tasks and Responsibilities

Commercial Support

- Prepare, review, and process purchase and sales contracts accurately.
- Monitor contracts from confirmation to shipment, delivery, and invoicing.
- Maintain visibility of positions, shipment schedules, and contract status.
- Act as a contact point between Trading, Supply Chain, Finance, Customer Operations, customers, and suppliers.
- Enter commercial and trade data accurately in ERP and business systems.
- Support operational activities for liquid dairy sales in the US market.

Office & General Support

- Support daily Dallas office operations.
- Welcome visitors, couriers, vendors, and office inquiries.
- Coordinate supplies, facilities, and external service providers.
- Assist with meetings, visits, events, and office activities.
- Support travel, accommodation, and related administration.
- Maintain records, documentation, and filing systems.
- Provide administrative support to local management and colleagues.

We Are Looking for a Commercial Assistant Who

- Holds a Bachelor's degree.
- Has strong attention to detail and organization.
- Is proactive, hands-on, and thrives in a fast-paced setting.
- Enjoys combining commercial, office, and administrative tasks.
- Communicates clearly and builds strong relationships.
- Knows Microsoft Office and ERP systems.
- Shows ownership, accountability, and customer focus.
- Is available for an office-based role without remote work.

We offer

- A challenging role in a fast-growing organization;
- Competitive salary, benefits, and bonus;
- Health care insurance compensation;
- An international work environment;
- A young, fast-growing, multicultural organization;
- A certified Great Place to Work culture;
- Continuous development opportunities.

About Numidia

Numidia is an international dairy trading company with offices in the Netherlands, Dallas, Montevideo, and Singapore. We combine market expertise, a personal approach, and operational excellence. Our core values are transparency, reliability, flexibility, authenticity, and long-term relationships.

Are you interested?

Would you like to contribute to our international organization? Send your resume and motivation letter to careers@numidia.nl.