

Employment reference

Ms Silvia Schuiter, born on 26 October 1967, worked for our company as Office Manager for HAURATON Netherlands from 1 November 2014 to 31 October 2025.

HAURATON is a company in the building materials industry that develops, manufactures and distributes products for integrated rainwater management worldwide, with core competencies in drainage, treatment, infiltration and retention.

Her responsibilities included the following activities:

- Supporting our sales partners in the Netherlands
- Order processing and handling in SAP R/3 in close coordination with the shipping, picking, production and purchasing departments
- Processing customer enquiries about products, prices, availability and delivery times
- Checking and processing technical drawings (drilling and cutting plans) for custom-made products
- Scheduling and organising truck transport
- Preparing quotations, including freight calculations
- Independently processing complaints and coordinating further measures
- Following up on trade fair contacts and customer visits to support sales
- Reviewing and approving cost statements
- Monitoring open items, coordinating with the accounting department and communicating with customers and export management
- Translating a wide variety of documents and correspondence from German into Dutch

Ms Schuiter is very quick on the uptake and quickly familiarised herself with new areas of responsibility. She also grasped more complex issues quickly. She had a comprehensive command of her field of work, was very familiar with all of the company's processes and applied her specialist knowledge appropriately and in a very results-oriented manner in her day-to-day work.

She stood out thanks to her high level of motivation and commitment. She always worked extremely independently, in a structured, conscientious and precise manner, and achieved very good results at all times. Even under high workloads, she always maintained an overview and carried out her tasks very reliably. We were always very satisfied with Ms Schuiter's performance in every respect.



Ms Schuiter was responsible for the entire sales area in the Netherlands and was in close contact with the head office in Germany and other subsidiaries throughout Europe. She is fluent in spoken and written English and German.

Ms Schuiter's conduct towards superiors and colleagues was always impeccable. She was regarded as a reliable and valued contact person. She always presented herself as confident, engaging and professional to external business partners.

Ms Schuiter is leaving our company on 1 November 2025 at her own request. We deeply regret her departure and thank her for her pleasant cooperation. We wish her all the best for the future and continued success.

Rastatt, 23.10.2025



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