

Strengthen our team as

EMPLOYEES for the ADMINISTRATION

Your tasks:

- General office and administrative activities
- Administration of the entire sales process within the company
- Supporting the sales team in processing customer enquiries, preparing quotations, market research, analyses, evaluations and post-calculations
- Preparation and maintenance of data for sales reporting
- Organising and coordinating business trips
- Liaising with our sales representatives and communicating with external partners

Your profile:

- Completed commercial training or a comparable qualification, university
- Experience in sales administration or a similar position is an advantage
- Confident handling of MS Office (especially Excel) and ideally experience with ERP systems
- Structured way of working and a high degree of personal responsibility
- Strong communication skills and enjoy working with different departments and partners
- Organisational talent and flexibility
- German language skills and very good English skills to support international partners and customers

Your perspectives:

- An innovative and highly interesting area of responsibility in a promising industry with long-term employment
- Opportunities for professional development
- Promotion and support for further training measures
- Flexible working hours for a good work-life balance
- Independent and autonomous work in a team
- A cooperative and inclusive work culture that values diversity and promotes teamwork

Are you ready for the next step in your career? Become part of our future-orientated team and shape the future with us! We look forward to receiving your application.

For this position we offer an annual salary from EUR 39,200 gross (for 38.5 hours per week). There is a willingness to overpay depending on qualifications and experience.

Please send your application to:

HIRSCH Servo AG
Barbara Wagner-Drolle
Personalmanagement
9555 Glanegg 58
jobs@hirsch-gruppe.com

www.hirsch-gruppe.com

