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CLERK / SALES ASSISTANT AIR CONDITIONING TECHNOLOGY (M/F/D)

Part-time

Type of employment

St. Georgen bei Grieskirchen

Location

Sales & Marketing

Area



Maria Zirwig

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VIEW JOB ONLINE

Part-time employment: 15- 20 h/W

Your tasks:

- Processing of orders in the field of air conditioning technology - from recording to final invoicing
- Preparation of purchase orders incl. system input in DV200
- Collaboration in the preparation of quotations for air conditioning solutions for customer projects
- Reviewing customer specifications. System input in DV200
- Collaboration in the preparation of quotations for air conditioning solutions for customer projects
- Examination of customer specifications, preparation of deviation overviews and thermal calculations in coordination with internal technology
- Clarification of sales-related queries in cooperation with the sales department
- Inquiries and clarifications with suppliers or manufacturers on project-specific topics
- Support in the after-sales area: Preparation of spare parts quotations and organisation of work assignments

Your profile:

- Completed commercial training (HAK/HAS/HWL or apprenticeship office clerk)
- First professional experience in the field of processing/order processing an advantage
- Independent way of working and personal responsibility
- Sure scope with MS Office
- Experience in dealing with ERP (SAGE) and document management systems (Pro.File) an advantage
- Very good written and spoken German and English

You can expect:

- Varied projects in a motivated team
- Modern work equipment
- Numerous additional benefits: Fruit, company doctor, gym allowance, ...
- Development opportunities in a successful industrial company with a familiar corporate culture
- Canteen with regional delicacies
- Home office opportunity by arrangement (after successful familiarisation phase)

Do you like this job? Then apply now - we look forward to getting to know you!

For this position, a gross salary of 3000 euros is envisaged on the basis of full-time employment. We are happy to overpay depending on your professional experience and qualifications.