

Published on 18. Sep 2025

ORDER PROCESSING EMPLOYEE (M/F/D)

Full-time

Type of employment

St. Georgen bei Grieskirchen

Location

Sales & Marketing

Area



Maria Zirwig

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VIEW JOB ONLINE

Your tasks:

- Processing and fulfilment of customer orders
- Creation of order confirmations, delivery notes and shipping documents
- Telephone and written support for our customers in case of queries
- Coordination with internal departments (purchasing, production, logistics)
- Maintaining and managing order-related data and documents
- General administrative tasks to support the sales team and sales logistics

Your profile:

- Completed commercial training (apprenticeship, HAK, HBLA...)
- Professional experience in the commercial sector an advantage
- Independent way of working combined with the ability to work in a team
- Flexibility
- Confident handling of MS Office
- Very good knowledge of German and good written and spoken English

You can expect:

- Varied projects in a motivated team
- Modern work equipment and well-equipped production halls
- Numerous additional benefits: Fruit, company doctor, gym allowance, ...
- Development opportunities in a successful industrial company with a familiar corporate culture
- Canteen with regional delicacies

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

For this position, a gross salary from 2,900 euros is envisaged on a full-time basis. We are happy to overpay depending on your professional experience and qualifications.