

## Sales assistant (m/f)

For you the customer comes first. You always take the initiative and proactively seek contact. Your understanding of the customer and reliable processing of orders creates sustainable business relationships.

### **Responsibilities:**

- Preparation of offers, calculations and smaller contract documents
- Execution of purchase orders, preparation of delivery notes and pro forma and final invoices.
- Independent, sales-oriented follow-up of offers
- Maintenance and creation of new articles in the ERP-System
- Project calculation
- Organizing service calls in consultation with technicians and customers
- Ordering of national and international shipments and pick-ups

### **Qualifications:**

- A business background / degree in business studies or similar
- First sales experience in the industry
- A strong "hands-on" mentality
- Competent IT skills in MS Office and enterprise resource planning systems
- Professional office mentality and high service orientation
- A friendly and customer-oriented manner
- A thorough and independent way of working
- Business English spoken and written

### **Our Offer:**

- A workplace in a pleasant and collegial working atmosphere
- An attractive salary, HVV card, etc.
- Option of a company car
- Possibilities to work independently and self-responsibly in your field of work
- Flat hierarchy, modern company structure
- The office location is Halstenbek - with very good connections to public transport and in direct proximity to the A7/A23. Employee parking spaces are available

We look forward to receiving your application!