



We are a worldwide active mechanical engineering company in the area of the development and manufacturing of Hydraulic High-Pressure Tools. In order to continue the constant expansion of our company we search for possibilities to offer our customers an optimum regarding the performance, quality and commitment. A part of this is the continuous expansion and improvement of our team, for which we are permanently looking for highly motivated and productive employees in order to enforce our dynamic team. We are High-Pressure!

Sales assistant and assistant for the technical office

You are

- Flexible and resilient
- Used to working independently, in a structured and organised manner
- Friendly and comfortable in dealing with internal and external conversational partners
- Communicative and a team player
- Responsible and reliable

Requirements

- Commercial and business education with at least 2 years work experience in sales
- Experience in dealing with international customers
- Very good skills in MS-Office-Applications
- Very good German and English skills both spoken and written
- Additional languages advantageous
- Technical understanding

Job Responsibilities and Objectives

- Assistance of executive management and technical sales
- General administrative tasks
- Quotations and tracking
- Organisation of internal and external meetings
- Processing of contractual files and assistance of order processing

Individual responsibility and independently working with a confident view to our high quality level will be assumed.

If you have interest in this function in our future oriented family business please send your complete application documents to:

SCHAAF GmbH & Co. KG

Personnel Department
Bruesseler Allee 22
41812 Erkelenz - Germany

If you have any questions, you can contact Mrs Goertz at
Tel.: +49 - 24 31 - 9 77 70-13 or ulrike.goertz@schaaf-gmbh.com