

Internal Sales Representative

Norit Südmö is part of the Norit Group that is active on the international scene. We employ 300 persons at our Riesbürg, Germany location with performance ranging from manufacturing world-class stainless steel fittings to building fully automatic production plants for the beverage, foodstuffs and pharmaceutical industries.

If you are a team player who appreciates lean structures and uncomplicated decision-making processes and are seeking a position at a company active in the global environment, we are just right for you.

Your duties will be:

In this position, you will be the pivotal contact for all of our customers' order issues in abroad. Your work will include:

- You will be responsible for advising and servicing the clientele you are assigned and our international agencies in engineering and commercial issues including handling all correspondence in English
- You will handle and co-ordinate projects to guarantee smooth functioning with company departments such as design, production, product management and purchasing
- You will support the field service or business development & sales management
- You will handle orders all the way from drawing up quotations to on-time delivery and invoicing
- You will independently monitor and follow up the schedules of orders and queries
- You will formulate solutions to problems in close collaboration with the engineering department
- You will respond to and service complaints and do troubleshooting for other sensitive issues/queries

The skills you have:

- Certificate of training as an industrial clerk or comparable college-level training with an engineering background
- Professional experience in international sales, ideally in component sales or process engineering
- Interest in and comprehension of technology
- Mastery of the common MS Office products such as Word, Excel, Outlook and ERP systems (such as INFOR or SAP)
- Solid written and spoken English negotiating skills
- Command of other foreign languages (especially French and/or Spanish) would be a plus for this position

The successful candidate will have excellent communication skills and a customer-driven focus. You are a team player with a confident and assertive personality. You have a high level of endurance, commitment and sense of responsibility. You don't lose the big picture even in times of considerable work volume and your working habits are dedicated, independent and flexible.

If you have the right qualifications and background, please send us your complete application documents and salary expectations along with the earliest date when you can start (by email wherever possible).

Please get in contact with the person below for more information:

Südmö Holding GmbH

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