

Become part of the Hofmann family -

Your next job:

Sales Assistant (m/f/d)

What can you expect as a Sales Assistant (m/f/d) at Hofmann Mess- und Ausswuchttechnik?

Your tasks

- Quotation preparation and follow-up
- Create orders and process them until invoicing
- Preparation of regular sales statistics
- Creation and maintenance of customer master data
- Planning, scheduling and work preparation in day-to-day business

Your qualifications

- Completed commercial training
- Good written and spoken German and English skills
- Good knowledge of MS Office
- Desirable: initial experience in internal sales

Your skills

- High customer and service orientation
- Initiative and a strong sense of responsibility and communication skills
- Flexibility, ability to work in a team, commitment

Your benefits

- Individual development opportunities with plenty of scope for employee empowerment
- Further and advanced training opportunities
- Intensive onboarding in our processes and products
- Attractive remuneration
- Flexible working hours and mobile working
- 30 vacation days
- Subsidies for VWL and BAV
- Open and informal working atmosphere with an appreciative corporate culture

Have we aroused your interest?

Then we look forward to receiving your detailed application documents. Please state your salary expectations and the earliest possible starting date.

Contact:

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