

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 Auswuchttechnik?**

### **Your tasks**

- Quotation preparation and follow-up
- Create orders and process them through to 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: First 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
- Allowances for VWL and occupational pension schemes
- 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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