

INTERNAL SALES & BACKOFFICE ASSISTANT

THIELMANN has set itself ambitious growth targets aiming to be the market leader in all areas it operates in. Being Internal Sales & Backoffice Assistant with THIELMANN you actively support the implementation of this strategy leading projects related to new products and to new markets either through enabling the organization or complementing the portfolio through acquisitions.

JOB PROFILE

We are actively looking for a Sales Assistant & Backoffice Assistant to work in a fast-moving environment within a variety of different industries.

The goal is to provide high class customer service and help increase company growth and revenue through sales. The Ideal candidates must have back office experience and a background in internal sales. He/she must be out-going, professional, conversational and have a proactive approach towards sales and back office administration tasks.

RESPONSIBILITIES

Reporting to the Product Line Director and office based, the post holder will work within a small team, have direct contact with other departments and offices, external companies, and direct contact with potential and existing customers.

Specifically, you will be responsible for:

- Identify potential business opportunities within the SIC Business Division
- Assist with sales processes to colleagues based in other offices providing help with product codes, product descriptions, drawings and pricing.
- Sales support with order processing, order confirmations, delivery times, quotations and invoices.
- Chase payments for overdue invoices
- Ensure product Certificates are send out to customers
- In conjunction with product management recommend products that match customer requirements
- Liaise with Logistics to arrange shipments
- Accurately describe product features and benefits
- Identify market trends to assess business opportunities
- Successfully complete all required Company trainings and courses as assigned.
- Adheres to Company standards and maintains compliance with all policies and procedures.
- When required, performs other related duties as assigned.

QUALIFICATIONS

- Bachelors Degree or studying towards it i.e. you have a sound technical and / or business education at the university level
- Previous experience in internal sales and/or back office is welcome but not strictly required
- Background in international sales is an advantage
- We are looking for an autonomous achiever with an entrepreneurial drive, solid problem solving skills and good business judgement.
- In your past career you have demonstrated to efficiently deal with complex problems and solved them together with the line management
- You are open and able to communicate with people from every level of the organization, and you are comfortable in an factory environment as well as in a board room.
- You speak fluent English and Spanish (C1 Advanced); One additional language would be welcome (German, French, Arabic)

We offer you a job in a fast growing company, that dares to dream big. You will be involved in various projects of strategic long term relevance and interact with the senior management team on a regular base. You will get the chance to grow and develop your career – and most importantly – have FUN!

If this sounds like a job for you, please send your application to:
rajiv.khemlani@thielmann.com

Good luck with your application!