5268 7873 Assistant OEM Sales (m/f/d) Assistant OEM Sales (m/f/d)  
  
Your tasks:  
  
-Agreement of appointments for Winkelmann OEM Competence meetings  
-Checking the sales lists for plausibility, clarifying differences. Evaluation, processing and distribution  
-Creation of presentations based on keywords, taking into account subject-specific documents, also in English  
-Supporting the KAMs with travel planning and expense reports  
-Support at trade fairs and customer events  
- Clarify and arrange visits and meetings with business partners. Planning and organizing trips and visit programs at home and abroad  
-Preparation of monthly, quarterly and annual sales statistics; Creation also at the individual request of the KAMs  
- Annual bonus calculations and creation of credit notes for customers  
- Participation in internal projects  
-Document management  
  
Your qualifications:  
  
-Completed commercial Training and further education as a management assistant or similar qualification  
-Sales experience in an industrial environment  
-Team spirit, flexibility, diligence and a hands-on mentality  
-Very good knowledge of spoken and written English  
- Confident handling of MS Office programs, ideally also with ERP systems such as SAP  
  
Your advantages:  
  
- Challenging and varied tasks in a promising industry at a renowned company  
-Support from our team throughout the application process  
-Long term planned development opportunities  
  
About Hays:  
  
With our many years of recruiting experience and our knowledge of the engineering personnel market, we offer specialists and managers from engineering and the technical environment a strong partnership. Because through our intensive relationships and networks across all industrial sectors, we can arrange exciting projects and attractive positions for you as engineering specialists. Depending on your interests and your experience and qualifications.  
You benefit from professional support from the first contact to the start of your new project or your new position - and of course this is completely free of charge.  
Register and look forward to interesting and suitable positions and projects. Commercial assistant/business assistant - office/secretariat Hays plc is one of the world's leading personnel service providers for the recruitment of highly qualified specialists. Hays is active in both the private and public sectors and provides specialists for permanent positions, project work and temporary employment. The company employs more than 11,000 people in 33 countries worldwide and generated sales of EUR 6.50 billion in the 2017/2018 financial year. In Germany, Hays places specialists in the areas of IT, engineering, construction & property, life sciences, finance, sales & marketing, legal, retail and healthcare. 2023-03-07 16:01:22.021000