4862 7467 Clerk (m/f/d) in internal sales About Us:  
Aurea GmbH can look back on more than 25 years of experience in the personnel services industry. Regardless of whether you are looking for a new challenge or want to reorient yourself professionally, we are looking for you as a motivated employee (m/f/d) within the framework of temporary employment.  
  
Clerk (m/f/d) in internal sales  
  
Location: Wetter on the Ruhr  
Employment type(s): full-time  
Working time: 40 hours per week  
  
We are looking for:  
For our well-known customer from the electrical industry, we are looking for a clerk (m/f/d) in internal sales at the Wetter location.  
  
Your tasks in internal sales:  
- You are responsible for order acceptance and entry via Microsoft Dynamics 365 Business Central (Navision) and monitor order processing and compliance with delivery dates (including consultation with production)  
- You are in constant contact with customers (domestic, EU and third-country customers)  
- You handle customs regulations and check creditworthiness inquiries before delivery  
- You prepare the export documents for deliveries within Germany, the EU and third countries  
- You create invoices for EU customers with consignment stock  
  
Your profile:  
- You have completed commercial vocational training and initial professional experience in EU and third-country business  
- You can demonstrate user knowledge in Microsoft Office and ideally in Microsoft Dynamics 365 Business Central (Navision).  
- You work in a customer and solution-oriented manner  
  
Why Aurea?  
- Secure, above-tariff income (BAP/DGB collective agreement)  
- Good social benefits, including Christmas bonus/holiday bonus  
- shift allowances  
- Subsidy for capital-forming savings  
- The chance of long-term assignments with the option to be taken on  
- Regulated holiday entitlement  
- High occupational safety standard (SCP certification)  
- Kununu Top Company award  
- Employment near your place of residence  
  
Your personal contact:  
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