2101 4706 Commercial specialist in the back office (m/f/d) with a focus on purchasing Motivated in the office and looking to the future?  
  
Then we have exactly your job:  
  
- Creation and processing of orders, offers and orders  
- Obtaining and checking and evaluating offers  
- Master data maintenance  
- Telephone support and, if necessary, advice for our customers and suppliers  
- Monitoring and control of deadlines and delivery dates  
- Preparation / evaluation for appointments with customers or suppliers (ZDF)  
- Complaints processing  
- Creation of invoices and credit notes  
- Inventory  
- Processing import customs clearance, Intrastat declarations  
- Teamwork with other departments  
  
  
  
This is why this position is so exciting for you:  
  
- As a commercial employee (m/f/d) you are part of a friendly and highly motivated team in which work is great fun.  
- You have a secure job and very good development and employment prospects.  
- You will receive top pay and many additional benefits such as Christmas and holiday bonuses and other supplements.  
- Benefits &amp; Discounts through corporate benefit program OR exclusive discounts &amp; Benefits in more than 500 stores and online shops  
  
  
Your skills:  
  
- Successfully completed commercial vocational training (industrial, wholesale and foreign trade or similar)  
- First professional experience in a similar position and in the field of mechanical and plant engineering  
- Career changers from technical/commercial retail are also welcome  
- Good written and spoken German and English skills (at least level B)  
- Confident handling of common computer programs  
- friendly, winning and binding demeanor  
- Structured, responsible and detailed way of working  
- Motivation, commitment, flexible thinking and independent work  
  
  
  
Just some of the reasons why our employees feel so comfortable with us:  
A variety of tasks await you in a pleasant working environment. We offer you a modern workplace in Neumünster as well as professional development opportunities. Performance-related remuneration is just as important to us as attractive social benefits. If you want to be part of a successful and growing company.  
  
Excellent prospects - we look forward to seeing you!  
Just give us a call or apply online right away. Or send us an email - we'll get back to you quickly and look forward to welcoming you to iperdi soon! Commercial Specialist None 2023-03-07 15:54:51.522000