7431 10036 Employee back office sales (m/f/d) For more than 40 years, hkw has been providing temporary employment and direct placement of workers with locations in Munich and Ulm.  
  
Employee back office sales (m/f/d)  
  
Job ID: 3125  
Location: Send (Iller)  
Employment type(s): full-time  
Working time: 35 - 40 hours per week  
  
We offer  
  
  
- Permanent employment contract with remuneration above the collective agreement  
- Reimbursement of travel expenses and variable flextime account  
- Holiday entitlement up to 30 days, as well as holiday and Christmas bonuses  
- Support for professional development  
  
We are now looking for a back office sales employee (m/f/d) for our customer. At the beginning in employee leasing with option to take over.  
  
  
Your tasks  
  
  
- Entry of customer orders, sending of order confirmations to the creation of delivery documents and invoices  
- Processing of inquiries, creation and maintenance of master data  
- Obtaining freight offers from freight forwarders and creating export documents  
- Interface to internal departments such as sales, accounting and production  
- Data processing in the ERP system  
  
your profile  
  
  
- Completed training as an industrial or forwarding clerk (m,f,d) or comparable  
- Experience in order processing desirable  
- MS Office knowledge and experience with ERP systems  
- Knowledge of ATLAS export would be an advantage  
- Very good knowledge of spoken and written English  
  
Your direct contact  
  
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Department(s): Office + Communication, Sales  
Type(s) of staffing needs: Reassignment  
Collective agreement: iGZ  
Salary group: from EG 4 depending on qualification and professional experience Forwarding clerk hkw has been a down-to-earth and reliable personnel service provider with locations in Munich and Ulm for over 35 years. In Ulm, hkw is the point of contact for skilled workers in selected branches of industry. Our customers include small and medium-sized companies as well as corporations. hkw offers a wide range of tasks with an option to be taken on or by direct placement. 2023-03-07 16:05:47.387000