3852 6457 Office clerk (m/f/d) in customer management Office clerk (m/f/d) in customer management  
  
with the takeover option  
  
Everyone is different and together we are strong. We make sure that tasks and skills are well coordinated and that a suitable working environment offers the necessary framework for good performance. This is how interested people become satisfied new team members who want to stay. With us and with our customers.  
jobtimum for leasing | Mediation | Advice  
  
HERE YOU WILL WORK  
  
We are looking for a clerk in customer management for a globally leading, sustainable and respected company in the energy services sector.  
  
THOSE ARE YOUR TASKS  
  
• After an induction period, you will coordinate the appointments of the technicians and handle new and existing business  
• Together with the team you will be involved, among other things, in customer-specific inquiries and offers as well as in the processing of orders  
• In addition, you are in constant contact with the technicians and clarify technical questions about devices and systems  
• You maintain the customer master data in modern software so that your team can access usable data at any time  
• Finally, you will support inventories and take on other organizational and administrative tasks in the team  
  
WITH THIS YOU CAN POINTS  
  
• You have commercial or technical training and are enthusiastic about technical connections  
• You are also experienced in common MS Office programs and are open to software-supported processes  
• You work with commitment and can score with your service and customer orientation  
• You are an organizational talent and have a good sense of identifying priorities  
• Finally, you are a team player and convince with your communication skills  
  
DOES NOT FIT?  
  
You would actually like to do something different, but also use your experience? Apply proactively. jobtimum offers your application more than just a chance.  
UNSOLICITED APPLICATION  
  
JOB DETAILS  
  
Job category:  
  
office management  
  
Workplace:  
  
Delmenhorst  
  
Working hours:  
  
full time  
  
Employment:  
  
Permanent employment  
  
Compensation:  
  
Attractive remuneration  
  
YOUR ADDED VALUE  
  
▪ Personal support  
  
▪ Modern office  
  
▪ Training opportunities  
  
▪ Opportunity to take over  
  
▪ Holiday and Christmas bonuses  
  
WE ARE ON RECEIVING  
  
Our address is aimed at all members of society. Businessman - office management None 2023-03-07 15:58:27.079000