6948 9553 Order clerk (m/f/d) spare parts From commercial clerk, automotive or industrial clerk to accountant to management assistant - at Adecco you will find the right job for you - not only in recruitment. We arrange interesting job and career opportunities directly with our customers.  
  
For our customer, a technical company based in Schkeuditz, we are looking for you as of now  
This position is to be filled within the framework of direct placement / within the framework of permanent placement.  
  
Order clerk (m/f/d) spare parts  
  
Your tasks:  
 • Contact person for internal and external customers in order processing  
 • Processing and coordination of spare parts orders/contracts (technical, commercial and scheduling)  
 • Cooperation with internal sales, production planning, procurement and shipping - checking of spare parts price lists/databases  
 • Customization of customer and offer data  
 • Cooperation with specialist departments  
  
Your qualifications:  
 • Commercial professional qualification with relevant experience in order processing  
 • Professional experience in the technical field desirable  
 • Comprehensive knowledge of the MS Office package  
 • Business fluent German and practical handling of English  
 • Independent, reliable and accurate way of working  
 • High communication skills  
  
What she expects:  
 • Permanent employment contract directly with the customer  
 • Flexible working hours  
 • Employer-funded pension  
 • Job wheel  
 • Health care by the company doctor  
 • Language courses  
 • Fitness center cooperation  
  
Then we should definitely get to know each other! Please send us your CV preferably via our online application platform or via the email address below and we will get in touch with you. Industrial clerk None 2023-03-07 16:04:48.418000