3624 6229 Order clerk m/f/d In the 10 years of its existence, our customer with more than 200 employees has already become an established company and a reliable partner in the field of energy supply. To strengthen the team, we are now looking for you for our customer at the Dortmund location  
  
Order clerk m/f/d  
  
We offer:  
  
• A permanent employment contract and a wage above the collective bargaining agreement as part of full-time employment  
• A motivated and open team that looks forward to your support and will familiarize you fully with the processes  
• Vacation and Christmas bonus (depending on length of service)  
• 30 days holiday (depending on length of service)  
• The opportunity to contribute your own ideas and skills as part of the company philosophy  
• Free on-site parking and excellent public transport connections  
  
Your tasks:  
  
• Acceptance and processing of incoming orders both by telephone and by e-mail  
• Execution of the ordering system and creation of offers or preparation of tenders  
• Administrative activities and preparation of various contract documents  
• Creation and evaluation of statistics and key figures for process optimization  
• Supporting the team and communicating with specialist departments  
  
Your profile:  
  
• Successfully completed commercial training or a comparable qualification  
• Professional experience in the area described would be an advantage  
• You are characterized by good handling of MS Office and a pronounced service orientation  
  
General:  
  
If you are interested in the above-mentioned job advertisement, we look forward to receiving your detailed application documents stating the reference number. 9919-13-H, your salary expectations and your earliest possible starting date. If you have any questions in advance, Ms. Jacqueline Unter Bäumer will be happy to help. She will also be your point of contact throughout the selection process.  
  
Absolute discretion and compliance with blocking notices are a matter of course for us.  
  
We look forward to seeing you!  
  
When you send your application, your personal data will be processed for the purpose of filling a vacancy or finding a job. You can find more information on this in our data protection information for applicants and in the data protection declaration of our website.  
  
"Gender" - note on the gender designation: The terms used in this declaration apply equally to all genders. In some places, we only use a masculine form for better readability, without wanting to favor or disadvantage one gender. sales clerk None 2023-03-07 15:57:59.049000