



Job vacancy: Assistant in the Sales Back Office

General information:

Location: **Wörgl, Austria**

Form of employment: **full time**

Type of contract: **permanent**

Minimum gross salary: **€1402,55** (overpayment is possible depending on qualifications and work experience)

Job description:

As an assistant in the Sales Back Office, you will support our Sales Department, communicating (written and oral) with our clients in our target markets. You will co-ordinate orders between the departments in-house, deal with tender documents and create offers, evaluations and statistics. Furthermore, you will be responsible for the control of invoices and credit notes, you will book business trips and check travel costs.

Activities:

Communication with clients - Coordination of orders - Dealing with tender documents and creation of offers, evaluations and statistics - Control of invoices and credit notes - Booking of business trips and checking travel costs

Requirements:

- ✓ **General requirements:**
 - EU28 + Norway or Iceland citizenships
 - Residence in a EU28 country + Norway or Iceland (outside Austria)
 - Registered on EUJOB4EU Platform with a complete CV in English
- ✓ **Language knowledge:**
 - Fluent in Spanish or Italian
 - Fluent in English
 - Knowledge of German language is a plus
- ✓ **Other specific requirements:**
 - good skills in Microsoft Office, particularly in Excel
 - good economical and mathematical understanding
 - You are open-minded, communicative and you like to organize things
 - You keep a cool head, even in stressful situations
 - You like to work in a young, multi-cultural team

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ISCO Profile requested:

General and keyboard clerks
General office clerks
General office clerks

Additional information:

In the first period of work, the newly-recruited worker will be provided extensive training and integration programme.

Procedure to participate in the selection:

To participate in the selection it is necessary to be **registered on EUJOB4EU Platform:**
www.yourfirsteuresjob.eu/eujob4eu

The CV inserted must be written in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please contact us via website or by sending an email to info@yourfirsteuresjob.eu, indicating "Sales Back Office - Austria" in the object.

Only candidates registered, with a complete CV and responding to the requirements will be contacted for the selection.