



GRAFiT

Vertriebsassistentz (m/w/d)

As an innovative IT company with international clients and a young, dynamic team, we develop future-oriented IoT solutions for mechanical engineering. To support our sales team, we are looking for a dedicated sales assistant who impresses with their organizational skills, team spirit, and strong communication.

Your Tasks

- You will actively support our sales team in der day-to-day business and ensure that all processes run smoothly.
- You will independently take on administrative tasks, in particular correspondence with partners and customers, and act as an important point of contact.
- You will handle inquiries professionally and in a solution-oriented manner and coordinate appointments with an overview and tact.
- You will assist in preparing customer appointments and help to ensure that they run smoothly and successfully.
- You will keep our office organized, have an eye for detail, and support the team in all organizational matters.

Your Professional Profile

- You have completed commercial, business administration, or comparable training and ideally have some initial experiences in sales - now you want to further develop your skills.
- With your friendly manner and strong service orientation, you inspire customers and colleagues alike.
- Your work in a structured and organized manner, keep track of things, even in stressful situations, and are a real team-player.
- You are confident in using MS Office and have already gained some experience with CRM systems.
- You communicate confidently in German and English, both verbally and in writing.

Why we are the right choice for you

Our strength lies in our agility and adaptability. As an agile IT company, we offer customized IoT solutions that are precisely tailored to our customers. We specialize in developing advanced software, optimizing business processes and providing secure and scalable IT infrastructure. If you want to be part of a team that develops groundbreaking solutions, then you've come to the right place.

...and what else do we offer

- Interesting and independent tasks in a successful and growing company.
- Pleasant working atmosphere.
- A workplace in the heart of the city of Vienna.
- Flexible working hours and home office options.
- The position is advertised with a gross monthly salary starting at around EUR 3.000,--, depending on your education and previous experience.

Bewirb Dich jetzt

Curious now?

Get your own impression on our website: <https://www.starlinger.com>