



AXIVAS



**MAKE YOUR DAY
A SALES DAY
JOIN THE TEAM**

SALES ASSISTANT (m/f) – PART TIME

YOUR AREA OF RESPONSIBILITY

- ▶ Documentation and process management of all orders, invoices and contracts.
- ▶ Creation of new projects in the management system.
- ▶ Tracking, organization and storage of all revenue-related documents and orders.
- ▶ Maintenance of project forecasts to ensure balanced project and financial reports.
- ▶ Creation and maintenance of customer data.
- ▶ Administrative activities in the framework of national and international projects.
- ▶ Development and implementation of process optimizations.
- ▶ Management of all project-specific systems and tools.
- ▶ Point of contact person for all customer inquiries in the administrative area.

YOUR QUALIFICATIONS

- ▶ Ideally you are a successful graduate (university/college) in the field of economics or you have a comparable degree or you have a comparable vocational training with work experience.
- ▶ A very good command of written and spoken English.
- ▶ Competent handling of Microsoft Office programs, main focus is on Excel and PowerPoint.
- ▶ Your talent for organization is coupled with a quick mind.
- ▶ You are a motivated and committed personality who is used to working independently but also enjoy teamwork.
- ▶ You are interested in the IT industry.

OUR OFFER

The Axivas Group is an international operating and fast-growing company and stands for competent business customer service in sales, service and support with four national and six international locations.

It requires a lot of tact and experience to establish business contacts, to develop effective sales concepts and marketing strategies to pave the way to success. Companies such as SAP, IBM, Microsoft, ABB place their trust in Axivas.

In addition to attractive working conditions and a state of the art infrastructure, we offer you the opportunity to continuous advancement in a dynamic and innovative company.

A positive working environment with a strong spirit, great colleagues, flat hierarchies and short decision-making routes.

After the initial on the job training phase and continuous trainings, you will have the opportunity to take on a versatile and responsible job position.

If we have awakened your interest please send your application documents stating your salary expectations and your earliest possible starting date: