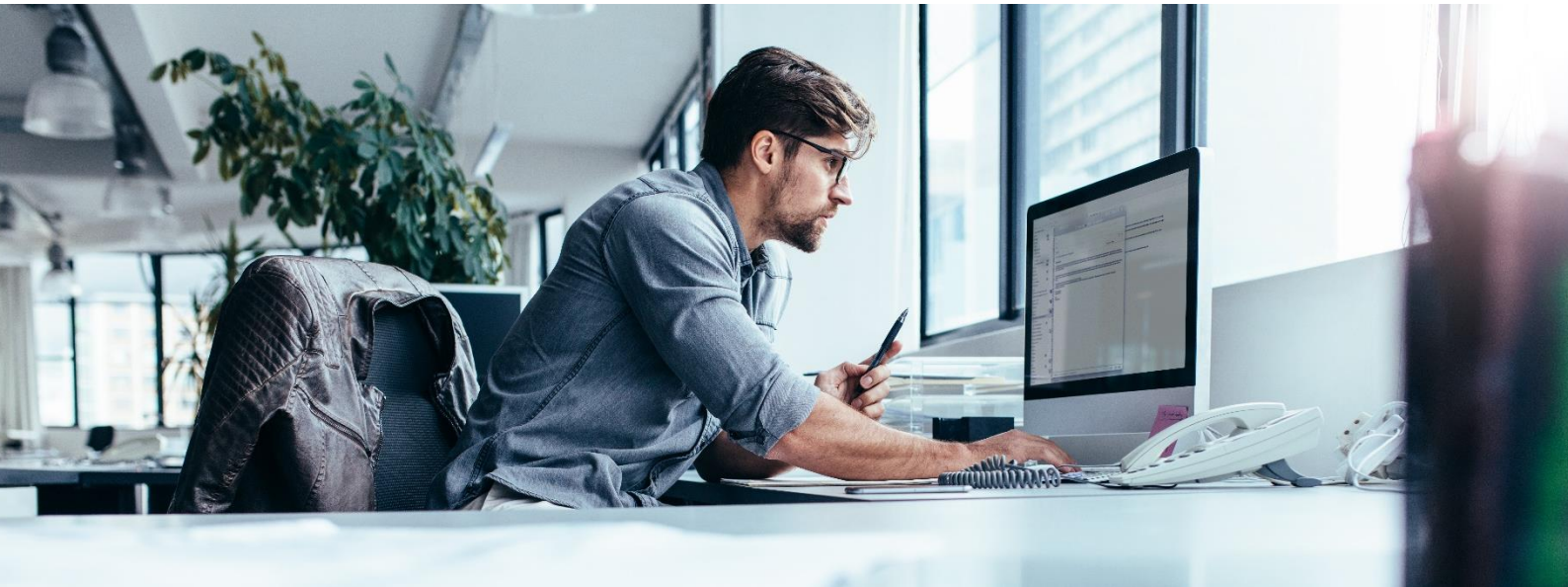


WE ARE HIRING!



To augment our team in Witten, we are currently seeking

Commercial Assistant Order Processing - Service (f/m/x)

We offer you

- Independent work in young, yet experienced and dynamic teams
- An attractive salary
- Holiday and Christmas bonuses
- 30 vacation days
- Intensive on-the-job training
- An intercultural working environment and flat hierarchies
- Social benefits for health and family, such as
 - Sports offerings at the premium fitness studio
Oase Health & Sports Club in Bochum
 - Occupational pension
 - Non-smokers' bonus
 - Childcare subsidy

OCS Optical Control Systems GmbH

Human Resources Department
Wullener Feld 24

58454 Witten, Germany
T: +49 2302 95622-0

bewerbung@ocsgmbh.com
www.ocsgmbh.com

Your varied responsibilities

- Realisation & handling of order fulfilment processes (offers, order confirmation, invoice, credit note, RMA)
- Controlling the disposition by means of an ERP system
- Communication / coordination with customers
- Interface and support of service staff - create service documentation
- Communication / coordination with the shipping department and production regarding the availability of spare parts
- Customer advice via telephone and e-mail
- Processing reminders and cash discount claims

Your qualifications

- Completed commercial or professional qualification, preferably as an industrial business management assistant (m/f/d) or wholesale and export business management assistant (m/f/d) or an equivalent qualification (career starter).
- Interested in technical matters for the purpose of checking quotations
- Firm handling of MS Office applications
- Initial experience in ERP systems
- Good knowledge of English
- Good communication skills, team spirit and initiative

We are

As the world market leader in the field of quality measurement and testing systems, we have been developing innovative quality measurement and testing solutions for the raw material manufacturing and processing plastics industry for more than 30 years. Research & development are our core competences. More than 100 experts work for us at our headquarters in Witten, Germany.

Are you interested? We would welcome your comprehensive online application, including an indication of your desired salary and earliest starting date.

Your application will of course be treated with absolute discretion. We look forward to hearing from you!

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