



EN

Job title: Back Office Sales
Date: 4/17/2019

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.

Your strengths and qualifications:

YOUR STRENGTHS

- You are open-minded, communicative and you like to organize things.
- You keep a cool head, even in stressy situations.
- You like to work in a young, dynamic, multi-cultural team.

YOUR QUALIFICATIONS

- You are fluent in Italian and English, ideally you also speak Spanish.
- Basic skills in German are a plus.
- You have good skills in Microsoft Office, particularly in Excel.
- You have a good economical and mathematical understanding.

Our offer: We offer an attractive salary, extended practice-oriented training in an international field that lasts several months, and an informal, multinational atmosphere to work in.

All this sounds like an exciting challenge for you? Then send us your CV [online](https://www.transped.at/jobs) or via email to jobs@transped.at!
We are looking forward to receiving your application!

P.S.: Did you know that we are one of [Austria's Top Employers 2018](#)?

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