



Commercial associate (male/female)

Customer service



Your tasks:

- Preparation of invoices, quotations, orders, maintenance quotations
- Document management
- Administration of addresses/contacts - maintenance of master data
- First point of contact for customers, subcontractors and service technicians
- Scheduling of service technicians

Your profile:

Hard facts:

- Fully qualified commercial associate
- Proficient in MS Office applications
- Interest in technical matters

Soft facts:

- Committed
- Responsible
- Reliable
- Flexible
- Excellent social skills - superb communication skills, a team player, outgoing

Does this sound like you? If so, please send your written application, including your salary requirement and your earliest starting date to the address shown below. Should you have any queries, please call 02755-89105 for further information.

OTTO GmbH & Co. KG
- Personnel Department -
Edertalstrasse 22
57319 Bad Berleburg