

We are looking for a SALES ASSISTANT to join Motic's Team

Required languages:



Fluency in German and English

Markets:



Austrian, German, and Swiss

Two vacancies:



Spanish Office | German Office

Job description

- Issue commercial quotes following the Company's guidelines and managing follow-up.
- Assist with placement of orders, refunds or exchanges.
- Prepare correspondences and fulfil customer needs to ensure customer satisfaction.
- Establishing, maintaining and expanding the customer base.
- Ensure current customers have the right products and services.
- Collecting customer and market feedback and reporting the same to the organization.
- Maintain relationships with clients by providing support, information, and guidance.
- Identify new markets and customer leads.
- Attending Exhibitions and events as required.
- Prepare reports by collecting, analysing and summarizing information.
- Translate catalogues and/or marketing material.

Essential requirements:

- Fluency in German and English, both spoken as well as written. Any other additional language – such as Spanish, French, Italian, etc. - will be valued.
- Available to travel if needed.
- Excellent communication skills.
- Problem solving skills.
- Commercial awareness.
- Ability to meet targets.
- Positive, confident, and determined approach.
- The skills to work both independently and as part of a team.

Send us your CV at
management@moticeurope.com
if you wish to be part of
the Motic Team!