



## As **Sales Clerk (m/f/d)**

you are responsible for the administration of orders and take over the customer service in the internal sales. You will work in a team with various specialist departments and report directly to the Automotive Sales Manager.

### **Your tasks include:**

- Correspondence with customers and suppliers
- Preparation and follow-up of quotations
- Creation of orders, delivery documents and invoices
- Master data maintenance in the ERP system (Sage B7)
- Administrative support for sales negotiations
- Documentation of prices and contracts
- Close cooperation with the accounting, purchasing, logistics, planning and production departments

### **We are looking for a committed personality with the following profile:**

- Successfully completed commercial or technical vocational training or a comparable qualification with relevant professional experience
- Professional experience in a comparable position in the commercial sector
- Technical understanding and strong communication skills
- Business fluent in written and spoken German and English
- Profound IT knowledge of MS Office and ERP systems
- Independent, structured and careful way of working

### **Your benefits at Binder:**

We offer a responsible and holistic position in an innovative company with flat hierarchies flat hierarchies and openness to new ideas, approaches and solutions. You will work in a motivated and professional team and have the long-term perspective to develop professionally and personally. further development. We offer a performance-related salary and other benefits such as company pension scheme, bicycle leasing and an in-house canteen.

**Exactly yours?** Apply now, stating your starting date and salary expectations!

**karriere@bindernet.de**

More on [www.bindernet.de/karriere](http://www.bindernet.de/karriere)

Metallwarenfabrik Reichertshofen Karl Binder GmbH, Personalabteilung, Münchener Str. 45, 85123 Karlskron-Brautlach