



SILOXA

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Sales Administrative Assistent (part time 20 hours per week)

About Siloxa

SILOXA AG is a leading, medium-sized technology company in the field of renewable energies. Our innovative product solutions coupled with outstanding customer service ensure our continuous growth. With the gas purification systems we produce at the company's site in Essen, we are active nationwide, with an international area that is increasingly expanding.

Your Tasks

- Assist in the creation of the CRM sales automation
- Clean the actual data in the ERP and CRM system
- Manage the inbound inquiries and distribute the inquiries report to Sales team management
- Prepare quotations using Navision and send out quotations when appropriate
- Prepare the orders and send out order confirmation
- Correspond with customers by mail or telephone
- Create link to all sales involved people to insure informations are shared on time and are accurate
- Assist preparing sales materials for meetings, setting up trainings for sales representatives., scheduling interviews

Your Skills

- Creative team player with a communicative personality
- Business fluent in written and spoken German and English
- Personal commitment and initiative
- Successful commercial training or completed studies in the field of business administration or similar education
- Advanced knowledge of MS-Office
- Conceptual and analytical skills

What Siloxa offers

- An environment in which you have real creative possibilities, there are no obstacles in your way if you want to make a difference
- Work with purpose! Since the company was founded 25 years ago, Siloxa has consciously been active exclusively in the field of renewable energies and the

company's vision is to increase the energy supply in Europe in a climate-friendly, sustainable and independent manner

- Secure job with short decision-making processes and family-oriented structures
- 30 days of vacation plus 5 days flexitime for a 5 day week
- Flexible working hours
- Home office possible

Please send your application, CV sufficient

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