

The globally operating HIRSCH Servo Group with more than 45 years of experience in the EPS and EPP industry is both, a market leader in processing with headquarters in Glanegg/Carinthia and 19 other manufacturing facilities in Central-, East- and South-East Europe (Germany, Hungary, Poland, Romania, Slovakia, Ukraine) as well as a supplier of technology for energy- and resource-efficient machinery for processing EPS and EPP into shaped-molded parts and insulation. As a stable employer, the HIRSCH Servo Group provides about 1200 jobs in the two business segments – EPS-Processing and Technology –, thereof about 250 in Carinthia/Austria.

To strengthen our team in Glanegg/Carinthia, as from now on we are looking for a responsible and committed employee for the areas

SALES ADMINISTRATION/ LOGISTICS/PLANNING (m/f)

Your tasks

The core tasks of sales administration comprise order processing, receipt of orders, technical and administrative clarifications, controls, registration of orders. Moreover, you support the field personnel, maintain the customer base in the systems and prepare offers. In the area logistics/planning you are responsible for production planning, scheduling of raw materials and transportation processing.

You are the entire link between customer, production and transportation logistics.

Your profile

Sales administration: You have a successfully completed commercial formation as well as professional experience in sales administration and order processing, respectively.

Logistics/planning: Experience in production planning

Very good command of English, Italian language skills a plus.

You offer a very high devotedness, you are able to work under pressure and you like to work very precisely. In addition to a high customer focus, good communication skills as well as the ability to work in a team rank among your strong points.

Your perspectives

An innovative and highly interesting assignment in a promising industry as long-term position with a performance-oriented salary

Targeted further training

Supportive and motivated team

Innovative working atmosphere

Opportunities for development and advancement in one of the most innovative and dynamic enterprises of the industry

The monthly minimum salary for this position amounts to € 1,758 gross. Self-evidently we are prepared to offer a market-compliant salary which considers your qualification and experience.

Please send your application to:

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