

SALES AND OFFICE SUPPORT ASSISTANT

We are looking for a Sales and Office Support Assistant for our location in Shanghai for the next possible entry date.

Responsibilities:

- Generally responsible for supporting the Asia team and taking care of the office administration
- Organisation of business trips of management, sales team and technicians (travel plan, flight, hotel, visa etc.)
- Take care of the reception and communication with customers, help the sales to keep a good relationship with customers
- Support the sales team to prepare the presentation and report
- Coordinate and support the shipment process, including order preparation, custom clearance
- Local marketing activities (i.e. trade fairs)
- Promoting the company image by representing the sales team in a professional manner
- Regular communication with Headquarters in Germany

Requirements:

- University degree in Business Administration or Marketing or mechanical engineering related
- 3 years working experience in B2B business, such as pre-sales, sales support, sales assistant
- Technical affinity, quick learning and comprehension
- Ability to work without supervision and be highly well organized with a 'can-do' attitude
- Excellent skills in working with MS Office
- Excellent communication skills, self-motivated, Team player, performance driven and highly customer-orientated
- Experience in working for Western (European/ American) companies will be a plus
- English language skills at business level, Chinese language at native speaker level, German is a plus

Interested?

Then we would be delighted to receive your application documents via e-mail. Should you have further questions about the vacancy, we will be happy to help!

Tanja Gretzmaier | Lena Drumm.

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We look forward to meeting you.

Welcome to Weber Ultrasonics

Weber Ultrasonics AG is a driver of innovation and a world leader in the field of industrial ultrasonic technology. Motivated and high-performing employees form the basis of our success. With their competence, enthusiasm and discipline, they play a key role in our sustainable growth and success as a company every single day.

People are at the forefront

We do a great deal for our employees: with our open, fair and close-knit corporate culture we create the ideal conditions for you to develop your career, in which your family also doesn't lose out.

At Weber Ultrasonics you can expect:



Attractive remuneration and additional benefits



Health and sports opportunities that keep you fit



A variety of personnel development measures



Flexible working time models



Attractive benefits such as supplementary health insurance (also for family members), capital-forming benefits or kindergarten allowance



Family-friendly personnel policies and corporate strategy for an ideal work-life balance



First-class career prospects with flat hierarchies



**WEBER
ULTRASONICS**

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