

## DESCRIPCIÓN DE TRABAJO

<b>RRHH:</b>	Jesus Sosa	<b>APPLICATION EMAIL:</b>	careers_es@thielmann.com
<b>DATE:</b>	14.01.2022	<b>START DATE:</b>	February 2022
<b>PLACE:</b>	Granada, Spain	<b>REPORTING TO:</b>	Product Line Director • Pressure Vessels

# SALES BACK OFFICE.

## RESPONSABILITIES.

- Identify potential business opportunities within the Industrial Containers business.
- Assist with sales processes to colleagues based in other offices providing help with product codes, product descriptions, drawings and pricing.
- Sales support with order processing, order confirmations, delivery times, quotations and invoices.
- Chase payments for overdue invoices.
- Ensure product Certificates are sent out to customers.
- In conjunction with product management recommend products that match customer requirements.
- Liaise with Logistics to arrange shipments.
- Accurately describe product features and benefits.
- Identify market trends to assess business opportunities.
- Successfully complete all required Company trainings and courses as assigned.
- Adheres to Company standards and maintains compliance with all policies and procedures.
- When required, performs other related duties as assigned.

## YOUR PROFILE.

- Bachelor's Degree or studying towards it in Business Administration or related subject preferably. Other Bachelor's Degree will also be considered.
- Previous experience in internal sales and/or back office is welcome but not strictly required.
- Background in international sales with foreign language skills is a major advantage
- Advanced level in Microsoft Office, especially Excel.
- Knowledge of AX and a CRM program is highly desired.
- English – C1 Advanced required – Written and speaking communication skills needed.
- Spanish – Advanced/Proficiency level.

- Other languages are welcome: German, French, Arabic

#### YOUR SOFT SKILLS.

- Proven written experience in Backoffice and/or internal sales.
- Basic understanding of sales principles and customer service practices.
- Performs well under pressure with frequent interruptions and distractions.
- Good listening skills to fully understand customers' requirements.
- Able to understand basic technical information and industry applications.
- Excellent interpersonal and communication skills.
- Ability to speak to groups of people with enthusiasm and professionalism.
- Able to work in a fast-paced environment within and international context.
- Able to work as an individual and as part of a team.
- Self-motivated and detail oriented.
- Customer service focus.
- Ability to take initiative and effectively adapt to changes.
- Able to work independently, with minimal supervision once training has been provided.

#### WHATS IN OFFER FOR YOU...

The opportunity to working in a truly global, fast growing company that dares to dream big. You will be involved in a number of exciting transformational projects and interact with the Senior Management team on a regular basis. You will get the chance to grow, developer your career – and most importantly – have FUN!

**If this sounds like a job for you, please send your application to:**

[careers\\_es@thielmann.com](mailto:careers_es@thielmann.com)

Good luck with your application!