



# Job advertisement

## Commercial Assistant (m/f/d) for Sales Dept. Branch Cyprus

VELOMAT Messelektronik GmbH, based in Kamenz, Germany, is a medium-sized company. For over 35 years, we have been the go-to partner for specialised questions relating to measurement electronics and sensor technology. We supply national and international customers and also offer customised solutions, which we can realise from prototype to series production thanks to our in-house development and manufacturing capabilities. In January 2024, we opened a new sales office in Cyprus and are looking for dedicated sales staff to join us there.

### Your responsibilities

- General administrative and support tasks
- Providing telephone and written support to existing and new customers
- Processing enquiries, complaints and queries
- Coordinating appointments with customers and field staff
- Preparing and following up on quotations
- Entering and processing orders in the ERP system
- Preparing customer appointments and sales documents
- Maintaining customer data
- Processing incoming and outgoing mail

### Your strengths

- Successfully completed commercial training
- Confident use of MS Office applications
- Discretion, diligence and reliability
- Independent, solution-oriented, structured and conscientious approach to work
- High degree of initiative and motivation, coupled with a friendly and confident manner

### Your benefits

- Permanent employment contract
- Competitive salary
- Interesting tasks and varied activities
- Opportunities for professional and personal development

Apply now and become part of our team!

Human Resources contact: Ines Hude

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