

German Speaking Sales Administrator

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Company: LIBRA RECRUITMENT

Location: Gaywood

Category: management

Our client based in Kings Lynn is looking for a German Speaking Sales Administrator to join their team. My client is a large global organisation that is currently going through a period of growth and they are looking for someone to support their Service team across Europe.

To be considered for the German Speaking Sales Administrator you must be either fluent or native German and have previous experience in an Administration role.

Responsibilities of the German Speaking Sales Administrator role are:

- * To process all equipment and spare parts orders. Liaise with production teams and spare warehouse teams in order to obtain order completion/shipping dates.
- * Issuing purchase order and raising sales orders for intercompany operations.
- * Create new item codes in Navision by reflecting correct costs and selling prices.
- * Create new customers in Navision with correct price groups and discount groups.
- * Assist with German stock replenishment and general stock level management.

- * Work closely with warehouse teams in UK, Germany and Netherlands to ensure that all orders are dispatched on time.
- * Provide customer service by handling queries and complains. Work with other departments across the business to make sure complaints are resolved promptly.
- * Daily update of Order & Invoicing Tracking reports. Updating customer details in Navision & CRM Dynamics.
- * Coordinate equipment service & warranty calls. Mainly relating to the companies DACH business. Log service calls with UK service team and with CRM system.
- * Prepare spare parts and equipment quotations and ensure the customer receives all the commercial and technical information required.
- * Arrange returns and issuing credit notes as needed.
- * Liaise with service partners regarding invoices charged to DACH business.
- * Dealing with all telephone and email enquiries (stock availability, checking orders, technical and spare part enquiries)

Please note the German Speaking Sales Administrator role is office based. Working hours are Monday to Friday 8.30am till 17.00pm.

Our client is offering a basic salary as well as a generous benefits package which includes a 25-day holiday allowance and an excellent pension contribution package for the German Speaking Sales Administrator role.

Our vision here at Libra Recruitment is to be the recruiter of choice for both our clients and our candidates. We are forward thinking, passionate and consultative in our approach to recruitment. We have the skills and experience to deliver a professional, tailored and friendly service.

Libra Recruitment is an independent agency that focuses on permanent and fixed term recruitment specialising in HR, Sales, Marketing, Office support & Finance.

We receive a high volume of applications and are not able to respond to every application we receive. If you haven't heard from us within 7 days, please note your application hasn't been successful on this occasion.

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