

Highly Skilled Back Office Sales Administration (Fluent in German)

(m/f/d) – Full-time, Monday to Friday

Location

JLT, Cluster C, Dubai, UAE

Job Type

Full-time, Monday to Friday

Salary

Permanent Salary starting from 8,000.00 AED per month
(based on qualifications and experience)

Company

We are an innovative and dynamic small team company in the heart of Jumeirah Lakes Towers (JLT), dedicated to growth and expansion. We are currently seeking a highly skilled Back Office Sales Administration to join our team.

Job Description

As a Back Office Sales Administration, you will play a crucial role in supporting our front-end sales team and ensuring the smooth operation of our sales processes. This role involves the complete processing of inquiries and orders within our ERP system, including the creation and management of articles as well as the execution of the entire inquiry, quotation, and order process. A strong affinity for IT systems, particularly ERP solutions, along with a structured and detail-oriented working style, is essential for success in this position. Your attention to detail, organizational skills, and dedication to providing excellent customer service will be essential in this role. You will be responsible for various administrative tasks that contribute to our company's success.



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Your Requirements:

- Fluency in German (written and spoken) is mandatory.
- Proficiency in English (written and spoken) is essential for effective international communication.
- Previous experience in a similar back office or sales administration role.
- Proficiency in Microsoft Office Suite, with advanced skills in Excel being a plus.
- Knowledge of CRM software and its application in managing customer data and sales processes.
- Strong organizational skills and the ability to multitask effectively.
- Excellent written and verbal communication skills.
- Attention to detail and a high level of accuracy in data entry and record-keeping.
- Ability to work collaboratively with the front-end sales team and other departments.
- Flexibility to adapt to changing business needs and priorities.
- Commitment to maintaining ethical conduct and data integrity.
- A proactive approach to problem-solving and improving administrative processes.
- Bachelor's degree in business administration, marketing, or a related field is preferred.

Your Qualifications:

- Proven experience in sales administration, order processing, and customer support.
- Demonstrated ability to handle sales records, customer inquiries, and administrative tasks with efficiency and professionalism.
- Previous experience in data analysis and reporting is a plus.
- Certifications related to sales, administration, or CRM systems are advantageous.

Your Benefits:

- Full-time job, Monday to Friday, providing a work-life balance.
- Competitive permanent salary from 8,000.00 AED per month. (based on qualifications and experience)
- Access to a modern office environment equipped with the latest hardware and software.
- Convenient public accessibility, with a nearby metro station.
- Opportunity to work in an innovative, dynamic, and growth-oriented small team company.
- Long-term career prospects with room for professional development and advancement.

Questions & Application

If you are an organized, detail-oriented professional passionate about supporting sales operations and ensuring customer satisfaction, we invite you to apply. Submit your resume and cover letter highlighting your experience and qualifications. We look forward to reviewing your application and potentially welcoming you to our team.

Website www.comco-epp.com/en/company/careers/