



In-house Sales Administrator (m/f/d)

Your chance to join our internal sales team! □ Are you a strong communicator, well-organised and do you enjoy providing professional support to national and international customers? As an internal sales administrator, you can look forward to an exciting and varied role: from independently managing client accounts and preparing quotations to collaborating with other Departments – here, you'll play an active part in shaping and optimising processes! Get started now and become part of our team! □

Bell Deutschland GmbH & Co. KG
Brookdamm 21
21217 Seevetal

Contract type Permanent
Workload 100%
Start of employment as of now
Language German
Working time model Flexitime

Do you have any questions?



Alexandra Seeler
Personnel Officer
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Apply online



You can find all the details online as well as the opportunity to apply directly.

Your tasks

- Independently managing a defined portfolio of national and international clients
- Point of contact for all client enquiries in German and English
- Working closely with Key Account Management and internal specialist departments (e.g. Marketing, Purchasing, Production, Quality assurance, Logistics, Accounts)
- Preparation, costing and consistent follow-up of quotations
- Preparing meaningful sales and turnover analyses as a basis for sales decisions
- Budget and volume planning as part of the S&OP process
- Handling of complaints
- Organising, co-ordinating and dispatching sample orders
- Preparation for and follow-up on client meetings, as well as compiling relevant documents and information
- Independently drawing up, maintaining and monitoring project plans
- Maintaining prices and terms and conditions in the SAP system
- Preparation and verification of relevant customs documents
- Continuous optimisation of customer-related processes and internal interfaces

What you bring with you

- Completed commercial training and professional experience in a similar role
- Very good written and spoken English and confidence in using standard MS Office applications
- Experience of working with an enterprise resource planning (ERP) system, preferably SAP
- A customer- and service-oriented approach, as well as a passion for providing professional support to national and international business partners
- An independent, structured and responsible approach to work, as well as good communication skills
- Strong organisational skills and the ability to coordinate multiple tasks and projects simultaneously
- Ability to work as part of a team and strong cross-functional skills
- Excellent communication skills and a friendly, courteous manner
- A solution-oriented mindset and a strong sense of responsibility

What we offer



Work-life balance

We offer 30 vacation days, a flexitime system and special leave for important events such as marriage and birth. You can also organise your days to work in the office as well as remotely (one day/week). In addition, you do not work on 24 December and 31 December.



Catering

Benefit from high-quality products at greatly reduced prices in our factory outlet.



Professional development opportunities

Expand your knowledge with extensive training programmes, high-quality courses at the Coop Training Centre and a wide range of personal development opportunities such as mentoring and coaching.



Company events

Experience unforgettable moments at our company events – celebrate and socialise together!