



## Sales and Administration Support

**Farringdon, London**  
**Office Furniture Manufacturer**

**ASSMANN**

<b>Position type</b>	Full Time
<b>Qualifications</b>	Fluent/Native German, Administration Experiences
<b>Position information</b>	<p>As a growing business expanding outside London, we are looking for a flexible, reliable team member with willingness to learn and grow with the company.</p> <p>Main responsibility will be sales support, managing enquiries and processing enquiries with our suppliers and German headquarters.</p> <p>We are looking for Fluent / Native German speaking person for easier navigation through our systems.</p> <p>Having CAD /pCon and drawing reading skills will be preferential.</p>
<b>Application closing date</b>	26 Feb 2019

**For application or further details, please contact:**

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ASSMANN UK team is looking for new team member for position:



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### Your tasks

- Processing customer enquiries and orders as well as the monitoring of orders
- Planning and coordinating collections and deliveries, including the coordination of shipping
- Acquiring the services of forwarding agents
- Organizing and keeping records of transport documents
- Designing and planning of workplaces
- Communicating with customers and partners, both within the UK and abroad, in writing and by telephone.
- Clarifying issues raised by field sales employees/customers
- Handling complaints
- Preparation of events and meetings
- Position is based at the London office

### Your profile

- Structured and result-oriented working method
- High load capacity, flexibility, ability to work in a team
- Secure handling of electronic data processing systems
- Intercultural competence
- Excellent written and oral communication skills in English and German (native)
- Ideally you have already gained first professional experiences in similar position
- Knowledge of MS-Navision or other order systems, Lotus-Notes and p.Con is desirable
- Ability to work independently, high flexibility and social skills
- Use of MS Office - Outlook - Excel - Word - Powerpoint is essential
- Basic CAD / pCon / planning skills required

### What we can offer

- Working in a family owned company with almost 80 years of experience
- Excellent working atmosphere in a friendly and motivated team
- Attractive conditions and additional services
- Health-promoting workplace

Send us your application and CV to [info@assmann-uk.com](mailto:info@assmann-uk.com)

[www.assmann.de](http://www.assmann.de)