

We're hiring **ORDER PROCESSING CLERK (M/F/D)**



Work from Home in Greece – German Conditions

Your Tasks

- Order entry and verification
- Maintenance of customer and order data
- Invoice control and release
- Processing of invoice complaints
- Customer / supplier support and communication
- Sales support
- Customer documentation and data maintenance
- Entry of orders in the sales entry tool
- Contract management

Your Profile

- Interest in telecommunications products with a focus on voice traffic desirable
- Understanding of order dates and numbers
- Target and result-oriented approach
- Analytical thinking
- Independent development of solutions
- Advanced knowledge of English and good knowledge of German
- Very good knowledge of MS Office, MS Excel and MS Outlook

Your Benefits

- Flat hierarchies, short decision-making paths, long-term perspectives
- Company pension plan
- Health care
- Performance-related bonus (as agreed)
- Product discounts
- Technical equipment as required (laptop, cellphone, etc.)

Are you interested? [Apply now!](#) For more information [click here.](#)



Sinnwell – member of audius group

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