BHE BONN Hungary Ltd is a company founded in 1991 to develop and manufacture high performance RF and Microwave systems and solutions. The company supplies innovative, high-tech products to nearly 30 countries around the world, primarily for critical communications, defense and space industries.

We're looking for a

Sales Assistant

Job Description:
- Support of offer preparation and tender participation
- Handling orders and related administration tasks
- Perform back office tasks including customer correspondence, price list maintenance and report preparation
- Handle shipments and invoicing
- Keeping contact with business partners/customers
- Provide product information to them
- Collect & analyze all customer feedbacks, requirements and problems

Requirements:
- College or University degree (fresh graduates are also welcome)
- Fluent English knowledge
- General understanding of technical and commercial matters
- Customer focused orientation
- Good communication and computer (MS applications) skills
- Affinity to administration (attention to detail, accuracy and precision)
- Great team worker

Advantages:
- Work experiences in similar position
- Technical background
- Knowledge of ERP systems and/or their implementation
- Additional language(s)

What we offer:
- Competitive salary and benefits
- Continuous development and learning opportunities
- Friendly and supportive atmosphere

How to apply: Please send your Hungarian and English CV together with salary expectations here: jobs@bhe-mw.eu

More information about the company: http://www.bhe-mw.eu/
Image video: http://www.bhe-mw.eu/about-us