



Customer Service Administrator (m/f/x)

Your Responsibilities

- + Prepare quotations, order confirmations, invoices, reminders, and handle internal and external correspondence.
- + Manage travel arrangements, including hotel bookings, document preparation, authorization requests, and checking the delivery of required parts for service visits.
- + Create internal orders for specialist departments and ensure all details required to start the order are clarified.
- + Check business transactions for completeness and accuracy, reconcile with internal documents, and prepare notifications and reports.
- + Verify service technician timesheets and ensure accurate recording in the system.
- + Undertake small special projects to optimize processes at the site.
- + Being in daily contact with our Customers to the topics above.

Your Qualifications

- + Commercial training or equivalent qualification.
- + Strong customer focus with an affinity for customer service.
- + Excellent organizational skills.
- + Independent and meticulous working style.
- + Fluent in English (German language skills are an advantage).

What can you expect from Bausch+Ströbel?



Remote work is possible depending on the job requirements



Flexible working hours



Individual skills development



Joint Committee for the employees of the metal fabrications sector (JC 209)



Insurance: DKV PREMIUM PRO (Hospital + Ambulance)



32 days holiday + bank holidays



Meal vouchers



Gym

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