

# Sales Administration (m/f/d)

COMMITTED TO THE SKY - The passion to go beyond existing horizons defines our company. Innovative lightweight solutions for the aerospace industry are and will remain our core business. We find new ways and solutions for the fields of Aviation, Urban Air Mobility and Space through our commitment and competencies. FACC offers both career starters and people with professional experience varied and exciting positions.

## Your responsibilities:

- ➔ Creation and management of pre-planning and ordering
- ➔ Implementation of reporting to the customer for series processing
- ➔ Commercial customer complaint processing
- ➔ Dunning
- ➔ Coordination of delivery with production, dispatch and export processing
- ➔ SAP master data management
- ➔ Creation, preparation and administration of sales parameters such as delivery rate, complaints, acceptance behavior , deviations from the preliminary planning
- ➔ Interface between suppliers and customers

## Your profile:

- ➔ Communicative personality
- ➔ A talented coordination and organization
- ➔ Good MS Office skills (especially Excel)
- ➔ Good knowledge of English is a prerequisite
- ➔ Completed commercial training ( e.g. apprenticeship, commercial college, ...)

### Advantageous:

- ➔ SAP knowledge
- ➔ Project management experience
- ➔ Professional experience in order processing / processing

## We offer:

- ➔ Highly flexible work times
- ➔ FACC Job Rad: Lease my bike
- ➔ Company canteen as well as lunch allowance
- ➔ FACC Bonuscard, many discounts and offers in regional stores
- ➔ Year-round childcare possibility
- ➔ Firm internal health program containing various activities and programs to promote health
- ➔ Strong and steadily growing company
- ➔ Diverse and international work environment
- ➔ Various regular further education and training
- ➔ Crew events/Team events
- ➔ Smart mobility: e-cars for carpooling

We are interested in you even if you do not fulfill the above skills and characteristics 100%. You are welcome to convince us of your motivation for further development in a personal interview. Our guiding principle applies here: credible willingness and a willingness to learn are more important to us than 100% ability.

If you want to make a difference in your day-to-day work as well as take part in our success, then we are looking forward to your meaningful job application, preferably by online form.

According to the GBG, we are referring to ladies, gentlemen and divers.

Your annual salary is based on your previous professional experience and educational level and ranges between € 37.100,- and € 49.000,- gross pa. full-time basis. If you exceed the requirements, we can adjust this scale. As an international company, FACC also offers interesting development opportunities and attractive social benefits.

#### At a glance

Job:

Sales Administration (m/f/d)

Place of employment:

Reichersberg

Job type:

Full-time (38.5 hours / week)

#### Your contact person:

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#### Place of employment:

FACC AG

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